

**ADMINISTRATIVE CONTROL BOARD Agenda Request Form
ELK MEADOWS SPECIAL SERVICE DISTRICT**

This form must be submitted by 4pm the Friday prior to the Meeting

REQUESTOR'S NAME (Print legibly) : _____

ORGANIZATION (if applicable): _____

ADDRESS: _____

PHONE : _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

To be used if additional information is required . Agenda will be posted on www.utah.gov/pmn
You may Subscribe to Elk Meadows Special Service District notices using this website. By
subscribing, you will be notified of all postings made by EMSSD to the website, in compliance
with Utah State Law.

Date Requesting to Attend _____ Amount of Time Requested _____

TOPIC TO BE ADDRESSED (Your description must identify the subject matter of your
appearance in sufficient detail to alert the public what topic you will discuss and what **action** you
are requesting of the Board) :

IS YOUR PRESENTATION REQUIRING ACTION OF THE BOARD OR IS IT ONLY
PROVIDING INFORMATION? (**check one**): REQUIRES ACTION INFO ONLY

PLEASE DESCRIBE DESIRED OUTCOME: _____

ARE WRITTEN MATERIALS TO BE PROVIDED TO BOARD (check one): YES NO

IF YES, I HAVE PROVIDED **11 COPIES AND EMAILED** AN ORIGINAL TO THE BOARD
SECRETARY **Initial here** _____

*****CONTINUED ON REVERSE*****

IS FUNDING FROM THE BOARD BEING REQUESTED? (check one) YES NO

IF YES, WHAT IS THE ESTIMATED COST TO THE BOARD: _____

PLEASE PROVIDE DOCUMENTATION SUPPORTING YOUR ESTIMATE

Note: Separate requests must be completed for each topic presented.

INSTRUCTIONS – PLEASE READ CAREFULLY

This request must be submitted to the Board Secretary no later than 4 pm the Friday prior to the Administrative Control Board Meeting. Meetings are held the 4th Friday each month. Applications submitted after the deadline, if complete, will be placed on the following Administrative Control Board Meeting agenda.

Return completed form and 10 printed copies of handouts to:

EMSSD
PO Box 1796
Beaver, UT 84713

ALL handouts must be e-mailed prior to deadline in order for request to be considered for agenda. E-mail to: brendakblack27@gmail.com by 4pm the Friday prior to meeting.

SIGNATURE OF PERSON MAKING REQUEST

DATE

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OFFICE USE ONLY

Date Rec'd by Board Secretary: _____

Info Complete : YES NO

If no, what info is required: _____

Approved for Agenda : YES NO

If no, reason for denial:

