



COMMUNITY CENTER & PLAYGROUND DISTRICT NO. 3

1615 Horridge Street, Vinton, La 70668

PHONE: (337)589-5181

AGENDA REQUEST FORM – BOARD OF COMMISSIONERS MEETING

Please complete entire form and return to Community Center office or email to director@ward7rec.com at least 7 days prior to Board Meeting. A request form is required for each item. Requests submitted improperly will not be considered for approval.

Name: _____ **Phone Number:** _____

Address: _____

Email: _____ **Meeting Date for Agenda Request:** _____

Type of Item: *Please select one.*

INFORMATION ITEM: Generally one-way communication in the form of a presentation with the intent of preparing the Commissioners to carry out work in the future.

DISCUSSION ITEM: Opportunity for Commissioners to provide general feedback regarding a document, issue, or action, with the intention of future action. The Commissioners may provide broad feedback regarding the item for future action/adoption.

ACTION ITEM: The request for Commissioners to adopt or amend a document, issue, or action. *All action items must have an attachment of the item to be approved in its intended final form. If there are meaningful changes from what is posted to the agenda, it will be removed from the agenda.*

Name of Item:

Item Description: Please provide a brief description of the item. *Description will be used for the agenda. Ex.: Will present information regarding future program suggestion. Will present amendment to current policy. Inquiry on current/future projects.*

Explanation: Please provide a detailed explanation of the item, why you're making the request, and the long-term goal.

NOTICE: Please include all supporting documents when submitting requests. Documents may include proposals, presentation items, resolutions, timelines, and policies (new and amended).

Signature

Date