

Linscott Charter School

SMT Agenda Item Request Form

Please be thorough in completing this information form. Information should summarize your proposal to be presented to the SMT. After completing, place form in the 'SMT Agenda Request Envelope', located on the wall in the main office. You will be notified of your presentation date. PLEASE USE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION!

Title of Proposal:

Name of Presenter:

Individual or Group Represented:

Purpose/Rational:
(What is the purpose of this proposal and what are the benefits?)

Educational Impact:
(How does this benefit the students/school?)

Fiscal Impact:
(How does this proposal affect the Linscott budget?)

Main Contact:
(Who will be responsible for implementation and ongoing management of proposal?)

Submitted by: _____ **Phone:** _____

Today's Date: _____

Submission Deadline: 7 days prior to the next board meeting