

Board Policy Appendix (BPA-2.10(1))

Information Required from Delegations to the Board

Preface

The following information shall be collected from individuals or groups wishing to form a delegation to a Board meeting. An application form for delegations wishing to present to the Board is available online or through the School Division Education Centre.

1. Delegation Contact and Spokesperson:
 - Name
 - Phone Number
 - Mailing Address
 - E-mail

2. Date Requested for Presentation to the Board
The Board holds regular meetings on the second Wednesday of every month.

3. Delegation Participants
 - Name
 - Organization Represented (if applicable) and position in organization.
 - Community or group represented (if applicable) is asked to provide verification that you have authority to speak on behalf of the community or group.

4. Purpose of Presentation
 - Is the delegation requesting a Board decision? If so, please state the decision that is being requested.

OR

 - Is the delegation presenting information to the Board?

5. Summary of Presentation
 - Describe the information to be presented to the Board.
 - State the recommended action by the Board.

6. Directions for Submission
Please fax, mail or email your complete form at least fourteen (14) days before the requested meeting date to:

Secretary to the Board
Prairie Valley School Division No. 208
Box 1937, 3080 Albert St N
Regina SK S4P 3E1
Fax: 306.543.1771
Email: reception@pvsd.ca

If approved, individuals or groups appearing before the Board are asked to submit their complete presentation, in writing, at least seven days prior to the meeting.