

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Kristen Clark **TODAY'S DATE:** 4/18/17

DEPARTMENT: Extension / 665 **COUNTY JUDGE**

SIGNATURE OF DEPARTMENT HEAD: X *Kristen Clark*

REQUESTED AGENDA DATE: 4/24/17

SPECIFIC AGENDA WORDING: Recognition of volunteers in recognition of "National Volunteer Week"

PERSON(S) TO PRESENT ITEM: Kristen Clark

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 2 minutes **ACTION ITEM:** X
WORKSHOP: _____
(Anticipated number of minutes needed to discuss item) **CONSENT:** _____
EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____ **IT DEPARTMENT:** _____
AUDITOR: _____ **PURCHASING DEPARTMENT:** _____
PERSONNEL: _____ **PUBLIC WORKS:** _____
BUDGET COORDINATOR: _____ **OTHER:** _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____