

DEC 11 2017

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**Presented**

**SUBMITTED BY:**

**TODAY'S DATE:** 11/16/17

**DEPARTMENT:** Extension Office / 665

**SIGNATURE OF DEPARTMENT HEAD:**

*Kristen Clark*

**REQUESTED AGENDA DATE:** December 11, 2017

**SPECIFIC AGENDA WORDING:** Presentation of award to Reagan Ellison, State 4-H recordbook winner.

**PERSON(S) TO PRESENT ITEM:** Kristen Clark

**SUPPORT MATERIAL:** (Must enclose supporting documentation)

**TIME:** 3 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 \_\_\_\_\_