

REGULAR BOARD MEETING - DELEGATION APPLICATION FORM

The Board of Education encourages and welcomes public attendance at Regular Board meetings; however, public participation is limited to the presenters listed on the agenda. Please fill out the form below and submit to Darlene Turner, Secretary-Treasurer, at dturner@sd91.bc.ca for presentation requests to the Board of Education. If you have any questions, or require assistance with the form, please call the School Board Office at 250-567-2284.

Important Information for the Applicant:

- Presentations can only be made on relevant, public education issues. Matters pertaining to personnel issues, individual students or parent concerns will be directed through Policies 405.3 & 302.16.
- All delegations must ensure that presentation materials, as well as their related comments, demonstrate respect for the rights and dignities of staff, learners and the communities that School District 91 serves. The Board of Education reserves the right to discontinue any presentation that does not adhere to this standard.
- Request to present to the Board must be made to the Secretary Treasurer at least 14 days prior to the meeting.
- Presenters must submit a digital presentation and/or handouts and speaking notes to the Executive Assistant to the Superintendent at hsilver@sd91.bc.ca at least 10 days prior to the meeting.
- Presentations are limited to 10 minutes maximum. Additional time may be granted to allow presenters to respond to clarifying questions from trustees.
- The number of presentations is limited on each agenda. If the agenda is full, your presentation may be scheduled at a future meeting.

Delegation Details
First Date Choice: _____
Second Date Choice: _____
Applicant Name: _____
Title/Organization (if applicable): _____
Applicant phone number: _____
Applicant e-mail address: _____
Number of presenters: _____
Please provide a brief overview of your topic and presentation: _____
Do you require audio visual equipment? ☐ Yes ☐ No
Office Use Only
Date and Time received: _____