



ASTCC Student Senate **Agenda/Speaker Request Form**

This document is a form requesting to be placed on the Student Senate Meeting Agenda for New Business or in the Presentation/Information Item of the meeting. New Business Items and Presentation/Information Items will have 5 minutes to speak and 5 minutes for question and answer.

This must be uploaded to the Agenda Speaker Request Microsoft Form (<https://forms.office.com/r/UxxMw9gv8J>) no later than five (5) instructional days before the Student Senate Meeting that you wish to be added to the Agenda.

You will be placed on the Agenda according to the order of the meeting. Please do not request to present at a specific time.

Name:

Name of Club/Department/Organization:

Please Highlight One:

- Action Item (Voting)
 - Are you Requesting funds? (Yes/No) If so, how much? \$ _____
- Non-Action Item (Presentation/Information Item)

Preferred Date for Senate Meeting: _____

Details of Request:

Name: _____

Signature: _____

**For any questions, ASTCC VP of Legislation: krachal@tacomacc.edu*