

Emu plains public school

Parents and citizens association

agenda item request form

*Please download this document and save to your computer, fill in and email with any supporting documents to* *emuplainspublicschool@pandcaffiliate.org.au*

# Meeting - [Click or tap to insert date of meeting].

**Item - [Number]** **[Title]**

# Recommendation: That the P&C Association Choose an item.

|  |
| --- |
|  *Insert text describing what you are asking the P&C to do. If there are multiple recommendations, use dot points.* |

# Key Points:

|  |
| --- |
| *Provide key points to support your recommendations here. This should include any information the P&C needs to make its decision, including for example:** *Brief background if relevant eg. previous decisions*
* *Why you are making the recommendation – what are the benefits to the school and/or the community of the proposal, examples of where it has been done successfully elsewhere*
* *How it would work*
* *Cost estimate – to P&C, parents, the school*
* *Any other relevant information*
 |

*Please try to keep this agenda paper to one page. You may attach any additional supporting information such as policies, examples of where things were implemented elsewhere, costings, background information etc.*

[ ]  I am aware that my agenda item may be carried-over to a later P&C meeting if I do not attend on the date at the top of this form. This is at the discretion of the President/Chairperson.

[ ]  I understand that I am required to be a financial member to be entitled to a vote at any P&C meeting (sum of $1 payable at any general meeting).

**NAME:** **[Insert your name here.]** **DATE: [Click or tap to enter a date.]**