



Youth Commission Agenda Item Request Form

To have an item added to the next Youth Commission meeting, please provide the following information:

Requester's Name:

Youth Commission meeting date to add requested agenda item (Commission meets every 1st and 3rd Monday of the month, unless otherwise noted):

Presenter's Name:

Item Description:

Requested Action by the Youth Commission:

List media involved in presentation (e.g., PowerPoint, access to a particular website, etc...):

Attach document(s) referred to in presentation and, if appropriate, list website URL where such document(s) are available:

Please Note:

Completed agenda item request forms—and *all* documents referred to in proposed presentations—should be faxed to (415) 554-6140 or emailed to: adele.carpenter@sfgov.org. Follow up with a phone call to (415)554-6464 to confirm receipt of agenda item request form. To be put on an upcoming agenda, please send this form before the close of business the Tuesday before the Youth Commission meeting you wish to present at. For an updated calendar of YC meetings, visit: <http://www.sfbos.org/modules/showdocument.aspx?documentid=42718> Access this form electronically at www.sfgov.org/yc under the “Meeting Information” tab.

Ultimately, the Youth Commission Chair will decide whether or not to add a proposed agenda item to the Commission's upcoming agenda. Thank you for participating in the Youth Commission's public meeting process.