

Staff Senate Agenda Request Form

Date Submitted:

Submitted by:

Form must be submitted one week before the items will be discussed at a Staff Senate (SS) Meeting. Failure to submit by the deadline will result in non-placement on the SS meeting agenda.

Items must have a Staff Senate Sponsor to be accepted as an agenda item.

This item:

- Informational Requires Action Discussion Other -(please explain)

Specifically what is the issue?

What channels has this issue been through?

What is your suggestion/request regarding this issue?

What is your rationale for this suggestion/request?

Please attach any supporting documents.

Who will be impacted by the recommended Changes?

What costs will be incurred by these changes (if any)?

Action taken by the Staff Senate- (to be completed by SS officer)

Staff Senate Chair Signature

Date:

Staff Senate Sponsor:

Type Name

Date:

Signature

Submitter(s):

Type Name

Date:

Signature