

**Town of Granby
Board of Trustees
Agenda Request Form**

Date of Request: _____

Date of Meeting: _____

Board of Trustees Meetings are held the 2nd and 4th Tuesdays of the month unless a special meeting is called. All agenda requests and associated backup documents must be submitted to the Town Clerk by the Monday, one week prior to the meeting by 4:30 PM or the item will be taken off the agenda and put on for a future meeting. Any request for money or any financial matters must be on the agenda, no exceptions.

Name: _____

Mailing Address: _____

Phone Number: _____

E-Mail Address: _____

Item Request will be for: (Please check one of the following)

Informational Only Action Item Discussion/Action Public Hearing Report/Update

Other: _____

Caption: _____

Briefly summarize your request to be discussed: Please attach one original of any documents pertaining to the topic. Handouts at the meeting are discouraged.

Please Return To:
Town Clerk
Town of Granby
PO Box 440
0 Jasper Avenue
Granby, CO 80446
970-887-2501 ext. 201

Received by the Town Clerk _____
Date: _____
Time Received: _____
Approved for Meeting: _____
Future Meeting Date: _____
Pulled: _____
Date: _____ by: _____