



# Board of Supervisors Item Request Form

Item Subject: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Sponsored by a Supervisor? \_\_\_\_\_

Requested Meeting Date. \_\_\_\_\_

Please note: Staff will need a minimum of three weeks lead time in order to review the request and schedule for a meeting. Submittal does not guarantee a specific date and more in depth items may require additional staff time.

Estimated Length of Time? \_\_\_\_\_

This is the amount of time for the entire discussion including public comment and Board discussion. Your presentation should take no more than 15 minutes.

Please provide a comprehensive explanation of the item (attach additional pages, if necessary).

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What is the recommended action? \_\_\_\_\_

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Is there any financial impact associated with this item? If so, please provide details.

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Will you have a Power Point Presentation? \_\_\_\_\_

The presenter needs to supply their own laptop. A projector and VGA cable that will be set up by the Clerk of the Board prior to the start of the meeting. If you have a Mac Book, you will need to supply your own Mac Book to VGA adapter.

Please return the completed form and supporting documents to:

Clerk of the Board of Supervisors  
891 Mountain Ranch Road  
San Andreas, CA 95249

OR

Email to: [bosclerk@co.calaveras.ca.us](mailto:bosclerk@co.calaveras.ca.us)

*For Official Use Only:*

Meeting Date: \_\_\_\_\_

Admin Approval: \_\_\_\_\_

Referred to Department: \_\_\_\_\_

Contact Notified: \_\_\_\_\_