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|  | **Associated Students of Gavilan College**  **Agenda Item Request Form**  Student Center **∙** 5055 Santa Teresa Blvd. Gilroy, CA 95020 **∙** (408) 848-4777 |  |

In order to be considered for the agenda, please complete this form and submit it electronically to the ASGC President at [asgcpres@my.gavilan.edu](mailto:asgcpres@my.gavilan.edu). **The deadline to submit your agenda item request is 5pm on Monday prior to each meeting.** Please refer to the ASGC meeting schedule and agenda item deadline at <http://www.gavilan.edu/student/asgc/meetings.php>

Today’s Date:

Date of the meeting you are requesting to add an agenda item:

Time requested for agenda item (please check one):

5 minutes 10 minutes 15 minutes 20 minutes

Title of Agenda Item\*:

*\*Please print clearly how you would like your item to appear on the agenda*

Agenda Item Background Information:

Agenda Item Budgetary Information (If applicable) \*\*

*\*\*For all requests involving money, please be sure to complete the appropriate paperwork by visiting* [www.gavilan.edu/student/asgc/forms.html](http://www.gavilan.edu/student/asgc/forms.html)*. Please note that it takes two ASGC meetings for Budget Requests. During the first ASGC meeting, the senate hears your proposal, and proceeds to make a decision regarding your budget request during the second meeting. If your budget request is approved, it will take at least three weeks for the Gavilan College Business office to process it.*

**Presenter Contact Information:**

Name:

Phone: E-mail:

*Your personal contact information will not be shared without your consent and will only be used to reach you regarding your ASGC Agenda Item Request. Only authorized ASGC members and/or the ASGC Advisor will have access to this information.*

I give the Associated Students of Gavilan College permission to contact me regarding my agenda item request.

Signature: