



## Pacific Rim School District

### Request to Petition the Board of Education

All people requesting approval to appear before the Board of Education (Board) are required to complete this form and submit it to **Paula Mason, Manager of Corporate Services** [pmason@sd70.bc.ca](mailto:pmason@sd70.bc.ca) **no less than 14 days prior** to the Public Board Meeting date. Applicants should include the topic of discussion and outline the action they wish the Board to undertake. **The request will be approved/denied by the Board, whereupon you will be contacted with their decision and instructions regarding submission of your material.**

In such case as the request is approved, please note that all correspondence/documentation submitted to School District 70 - Pacific Rim in response to this notice will form part of the public record and will be published in a meeting agenda. Presentations are limited to **10 minutes**, except by prior arrangement or by resolution of the Board. Please arrive 10 minutes early and be prepared for the Board meeting.

When addressing the Board, all comments are to be directed to the Chairperson. The District Office will advise you of which Board meeting you will be scheduled for if you cannot be accommodated on your requested date.

**Please note:** After hearing your presentation, the Board will ask questions for clarification and will refer the Petition to the Unfinished Business/New Business section of the agenda.

Requested Board Meeting Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Name of person(s) to make presentation: \_\_\_\_\_

Topic: \_\_\_\_\_

Purpose of Presentation:       Information Only  
    Request Letter of Support  
    Other Action (provide details below)

Other Action:

Contact person (if different from above): \_\_\_\_\_

Telephone Number and Email: \_\_\_\_\_

Will you be providing supporting documentation?

If yes, what are you providing?

Yes                       No  
 Handout(s)       PowerPoint Presentation

**Note:** Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops. The personal information you provide on this form is collected under s. 26(c) of the FOIPPA and will be used for the purpose of processing your application to appear before the Board of Education. Questions about the collection of your personal information may be referred to the Executive Assistant at 250-720-2770.