Thank you for your interest in presenting to the CoC Board! Please fill in each item and submit the completed form to the CoC Program Coordinator ([chelsea@handetroit.org](mailto:chelsea@handetroit.org)) for consideration on being added to the CoC Board Agenda. The Executive Committee will review the information below and may make alterations based on agenda constraints.

1. Date of Board Meeting you’d like to present at:
2. Name of Requestee:
3. Will you be the presenter?:
   1. If not, please name the presenter as well:
4. Committee or Agency bringing request to the Board (if none, write N/A):
5. Email Address:
6. Topic of Presentation:
7. Amount of time requested on agenda:
8. Specify Tier Priority

Tier 1- topic must be discussed

Tier 2- topic can be communicated over email

Tier 3- topic can be moved to a future meeting

1. Please select which of the following apply for your request:

Presenting Information

Requesting Action of Board

(please specify what action is requested) - Vote, Elect Representative, etc.

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Seeking Board Input/Feedback

1. What is the latest date that action/feedback can be provided by the board?:
2. Brief Summary (3-4 bullets about request – Note: If requesting a vote, please provide information on what the vote entails):
3. Attach supporting documentation to your email (please list names of attached documents below):