

## How to get on the ASCOM meeting agenda and complete the form?

Some reasons a club or department may request to be on the agenda:

- Request funds (requires additional form)
- Propose collaboration or sponsorship
- Request the board take specific action

Steps to get on agenda:

1. [Complete the Agenda Item Request Form](#) with as much detail as possible, as the board will review the information in advance of the meeting.



INSTRUCTIONS TO  
FILL AND SAVE.docx

2. *\*Request of funds requires the [ASCOM Proposal Request for Funding](#) to also be completed and submitted in addition.*
3. Submit the Agenda Item Request Form and any supporting documentation to [studentactivities@marin.edu](mailto:studentactivities@marin.edu) by the deadline.
4. Please plan to be in attendance to make a brief presentation regarding your request.