



**Hastings and Prince Edward
District School Board**

FORM F003-1	
Adopted	October 23, 2006
Last Revised	May, 2017
Review Date	May, 2020

REQUEST FOR DELEGATIONS AND PRESENTATIONS

Please provide the following information no later than five business days prior the meeting date.

Person(s) requesting: _____

On behalf of: (organization) _____

**For the board/committee meeting of:
(name and date of meeting)** _____

Subject/title: _____

Written outline (attach extra pages if needed):

List of attachments to be included in the board agenda package (attach to this request):

NOTE: Additional materials brought to the meeting will be handed out at the chair's discretion.

Authority to speak: (if applicable)

Name of presiding officer

Signature of presiding officer

Signature of requesting person

Equipment required:
(i.e. mic, projector, TV, etc.)

Special set-up required:
(table, bulletin board, etc.)

Please specify length of time required: _____ **Please note that the presentation shall not exceed 10 min.**

Mailing address: _____

Telephone: _____ Fax: _____

Note: As per Policy #3 Requests for delegations related to accommodation review processes where the Board will be conducting consultation processes as per Policy 15, section 6g:

The accommodation review process will consist of the following methods of consultation:

- i. Accommodation Review Committee (ARC)
- ii. Consultation with municipal governments local to the affected school(s)
- iii. Public meetings
- iv. Public delegations

will be heard at regular meetings of the Student Enrolment/School Capacity meetings.

RETURN TO: Director's Office, The Education Centre
Hastings and Prince Edward District School Board
156 Ann Street, Belleville, Ontario, K8N 3L3
Phone: 613-966-1170 Ext. 2201 Fax: 613-962-1048
Or email: directors.office@hpedsb.on.ca

Date received: _____