

ASNVC Agenda Request Form

Napa Valley College: Student Life/ASNVC Office Rm. 1342
(707) 256-7340

Date: _____ Student/Organization Name: _____

Title of Agenda Request: _____

Where you would like the item on the agenda (circle one):

Information (discussion)

New Business(Potentially voted on)

Item Description (ex: campus event, ASNVC endorsement, Financial support, Date, time, Location etc.):

Please attach any additional information (invoices, estimates, receipts, minutes, etc.)

Please write your proposal as you would state in a meeting (It must be clearly written, follow ASNVC rules, and parliamentary procedure) :

Contact:

ASNVC

Additional Contacts:

CLUB

Other:

Budget Breakdown

Item	Cost	Group covering the cost

Total Cost: _____ Amount requested from the ASNVC: _____

The ASNVC process for requests is:

The item will appear as it is scheduled in **New Business** and may potentially be voted on. We ask that you please send one representative to discuss your item.

If your item is not handled during the meeting for which it is scheduled, the item may return at the next regularly scheduled meeting as **Unfinished Business** and potentially be voted on.

You will be notified by the ASNVC President or the Manager of Student Life of the results regarding your item.

Form Updated 06/30/23