



# School District No.59 (Peace River South)

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## FORM 2260

### Request for Presentation:

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

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

PC: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Subject of Presentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be presenting with any audio, visual,  
or other software/equipment? \_\_\_\_\_

Yes

No

If yes, do you require any equipment? \_\_\_\_\_

Do you require any special set up? \_\_\_\_\_

# People Attending: \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax, mail, drop off, or email your request to make a presentation at a Board Meeting to the Secretary-Treasurer ([pneale@sd59.bc.ca](mailto:pneale@sd59.bc.ca)) at least 14 days prior to the meeting date requested. Please provide any additional information (handouts, brochure, etc.) at the time the request is made.

Please refer to *Policy and Regulation 2260: Communication with the Public* for further information. The Policy Manual is available online at [www.sd59.bc.ca](http://www.sd59.bc.ca).

If you have any questions, please contact Richell Schwartz at 250-782-8571 ext. 217.