HELEN KELLER
PARENT COMMUNICATION COUNCIL (PCC)
PROPOSAL FORM

This form is to be used for submission of an idea to be proposed for discussion by the board and or general membership of the PCC. Information outlined on this form will be reviewed by members of the board to determine further action. Please provide specific information and attach documentation as necessary for review. If you are requesting presentation time at a PCC meeting, please indicate the meeting date that you are requesting and be aware that your presence is required at that meeting for presentation. Your presentation must be limited to the time assigned to you on the agenda. A copy of this request form will be returned to you after review by the board.

Submission Date: _____

Summary of idea/suggestion/proposal: (please attach any supporting documentation)

Are you requesting agenda time at a general PCC meeting: yes / no
If yes, date of meeting requested _____

CONTACT
Name: _____ Phone: _____

Mailing address: _____ Email: _____

This section is for PCC Board Member Comment only

Reviewed by: _____ Date: _____

Comments:

Agenda time: Approved /declined / N/A Date: _____ Time Allowance: _____

Please return this form to the PCC mailbox at Helen Keller. You will receive a written response within 30 days