

**Agenda Request Form**

**RNA meetings are the 2nd Monday of the Month, except no meeting in January**

<http://richmondpdx.org/>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name**: | |  | | | | | |
|  | |  | | | |  |  |
| **Email**: | |  | | | | **Phone number**: |  |
|  | | | | | | | |
| **Organization you are representing**: | | | |  | | | |
|  | | | | | | | |
| **Date**: | Click or tap to enter a date. | | | |  | | | |
|  | | | | | | | |
| **Agenda Topic**: | | |  | | | | |

**Do you want:**

**Letter of Support?**

**If yes, please submit a draft letter of support if you have one.**

**Donation of Money?**

|  |  |
| --- | --- |
| **If yes, how much:** |  |

**Provide information only?**

**If you are seeking a Letter of Support or Donation Request, have you read the** [**RNA's Donations and Letters of Support Guidelines**](https://drive.google.com/file/d/1TEI5djV9rPrh0LM50X_EyXJlP-OG8988/view?usp=sharing) **and will you comply with those Guidelines (including submitting a** [**proposed budget**](https://docs.google.com/document/d/1HbBrtk2Dpg6MJlmpq9THKKbHS-8-IKMI/edit?usp=sharing&ouid=106161861392114339285&rtpof=true&sd=true)**, if applicable)? Y  / N**

|  |  |
| --- | --- |
| **How much time do you need to present on this topic, including expected Q & A?:** |  |

|  |  |
| --- | --- |
| **How time sensitive is this matter**: **Are you under a specific deadline by when the RNA needs** | |
| **to address this, if so what is it?** |  |

**Send this completed form to: the RNA Chair** [**richmond.pdx.chair@gmail.com**](mailto:richmond.pdx.chair@gmail.com) **and Secretary** [**richmondnasecretary@gmail.com**](mailto:richmondnasecretary@gmail.com)

**Please note: Under the RNAs’ guidelines for donations and letters of support, we need any draft letters of support or materials you want to submit a week before the meeting.**