

## AGENDA REQUEST FORM

**GRVNC Mission:** "To improve the quality of life in Venice by building community and to secure support from the City of Los Angeles for the resources needed to achieve our goals." ... GRVNC Bylaws

In order to have your request considered for placement on the next Board of Officers meeting agenda, this form must be fully completed, along with all required documents, and submitted to DeDe Audet, GRVNC Executive Committee Chair, at P.O. Box 550, Venice, CA 90294, or by fax to 310-823-6098 or by email to (ddaudet@comcast.net) prior to the Executive Committee meeting. Requests will be prioritized in the order received.

A. **Name of Project or Issue:** \_\_\_\_\_ **Date:** \_\_\_\_\_

B. **Committee/Organization:** \_\_\_\_\_

C. **Your Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

D. **Brief Synopsis of Your Request/Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. **Agenda Priority Score Card:** (Please complete the form below by entering 1, 5 or 10 in the appropriate column opposite each question, then tally each column and enter the total of the three columns in the Priority Score. The Executive Committee will use this information to assist it in determining the appropriate disposition of your request.

- |  |                          |                        |                         |
|--|--------------------------|------------------------|-------------------------|
| 1. Does it enhance GRVNC's efforts to build community? | No - 1 ____              |                        | Yes - 10 ____           |
| 2. Does it improve the quality of life in Venice?      |                          |                        |                         |
| a. For how many  | Few - 1 ____             | Many - 5 ____          | All - 10 ____           |
| b. To what degree                                      | Minor - 1 ____           | Average - 5 ____       | Intense - 10 ____       |
| 3. Does it require support from the City of LA?        |                          |                        |                         |
| a. Possibility of City support                         | None - 1 ____            | Possible - 5 ____      | Good - 10 ____          |
| b. Resources required from the City                    | Major - 1 ____           | Reasonable - 5 ____    | Minor - 10 ____         |
| 4. Does it require GRVNC resources?                    |                          |                        |                         |
| a. GRVNC dollars                                       | Major - 1 ____           | Reasonable - 5 ____    | Minor - 10 ____         |
| b. GRVNC manpower                                      | Many - 1 ____            | Reasonable - 5 ____    | Few - 10 ____           |
| 5. What is the time involvement?                       |                          |                        |                         |
| a. Board Meeting presentation/comment                  | Over 20 Minutes - 1 ____ | 10-20 Minutes - 5 ____ | 1- 10 Minutes - 10 ____ |
| c. Deadline for completion?                            | 3 Months - 1 ____        | 6 Months - 5 ____      | 12 Months - 10 ____     |
| d. Can it be accomplished in this time?                | No - 1 ____              | Maybe - 5 ____         | Yes - 10 ____           |
| 6. Urgency   | Low - 1 ____             | Medium - 5 ____        | High - 10 ____          |
| 7. <b>Column Score:</b> (Sum of each column)           | _____                    | _____                  | _____                   |
| 8. <b>Priority Score:</b> (Sum of column scores)       | _____                    |                        |                         |

F. **Request for GRVNC Budget Allocation:**

1. If you are requesting financial support from GRVNC, please state how much? \_\_\_\_\_
2. Describe the proposed use of GRVNC funds: \_\_\_\_\_

\_\_\_\_\_ (A Request for Funding must be previously reviewed by the Budget Committee and included with this form.)

G. **Opposition:** Is there any opposition to your request? If so, indicate who is opposing it? \_\_\_\_\_

and briefly describe opposing positions to the extent known to you: \_\_\_\_\_

\_\_\_\_\_

H. **Required with Your Request:** You will be expected to present your project or issue to the Board and the Board will only consider taking action on properly prepared motions. Therefore the following materials **MUST** be submitted with this form in order to be considered by the Executive Committee for placement on a Board agenda:

1. Submit 50 printed copies of your presentation materials, requested action(s) and (if you are requesting funding) the submitted/reviewed Request for Budget Allocation for for distribution to the Executive Committee, the Board and the audience. The Board will not make copies for you. Requested action(s), if any, must be prepared in the form of a motion (or motions) that can be considered by the Board. Each requested action must be stated on a separate request form. The Board will not draft your motion(s) for you. Please contact Ivan Spiegel, the GRVNC Parliamentarian, 310-821-9556 (ivan13147@verizon.net) if you need assistance in preparing a proper motion.
2. You are encouraged to submit an electronic version of your presentation materials and requested action(s) for posting to the web site and for distribution by email.

Office Use Only  
Date Received: \_\_\_\_\_ Disposition: \_\_\_\_\_