

**TEESTO CHAPTER
Agenda Item Request**

Name: _____

Date: _____

Address: _____

Home Phone: _____

Work Phone: _____

Request By: Telephone
 In-Person
 Letter

Reason to be placed on the Agenda:

For: Reports
 Old Business
 New Business
 Resolution
 Other

* * * * * **FOR OFFICE USE ONLY** * * * * *

APPROVED
 DENIED
 HOLD

Reason: _____

Reviewed By: _____

Date: _____

Put request on Agenda under:

Hold Until:

Other:

Please Attach All Information Regarding Your Request To Be On The Agenda