**SART Agenda Topic Request Form**

Individuals or groups seeking to submit an item for an upcoming meeting can use this document to request the inclusion of the item on the agenda. The information requested herein must be submitted to the SART coordinator no later than 10 days before the regularly scheduled meeting.

**Date submitted**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For meeting date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact person, email, and phone**:

**Topic**:

**Description**:

**Purpose** (indicate one): Update Input Needed Discussion Decision Needed

**Goal:**

**Who needs to be a part of the discussion?**

🞎 SART members 🞎 Specific agency staff

🞎 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time required on agenda**:

**Who is to lead discussion** (if different from contact person)?

**Urgency:**

🞎 Time-limited issue — next meeting 🞎 Within next 1-3 months

🞎 Within next 6 months