Town of Alton
Parks and Recreation Commission
Appointment Request Form

Please fill out the required information on the attached form to request an "Appointment" to be put onto a Commission's Meeting Agenda.

This is required in accordance with the Public Participation Policy, which reads, in part,
"If someone wishes to speak on any other subject, they must first contact the Parks and Recreation Department's Office in writing for scheduling an appointment to address the Commission. The written statement shall summarize the topic or subject matter that the person wants to discuss with the Commission or bring to the attention of the Commission. Scheduling an appointment shall be within the sole discretion of the majority of the Commission. If an appointment is granted, the person will be placed on the next available agenda. Speakers under the Appointment section will be limited to five minutes unless extended by a consensus of the Commission."

Name (print): _____

Address: _____

Affiliation/Company: _____

Phone Number(s): _____

Email address: _____

Time Needed with the Commission: _____

Please provide a brief description of why you would like to be heard by the Commission. Give an explanation of the reason, the desired outcome of placing it on the agenda, and any other pertinent information. Supporting documents, if any, must be provided with this form upon completion. If your purpose is to discuss any other person, provide that person's name and address and state how they are involved.

_____

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If additional space is needed please continue on the back

Once your request has been reviewed by the Commission, you will be notified if your request was approved or denied. If approved, you will be given a date in which to appear for your appointment. If denied, you will be sent a letter of denial.

Today's date: _____

Signature: _____

Printed name: _____

Director's Recommendation: _____

Director's Signature:_____