

**STAFF SENATE
AGENDA REQUEST FORM**

Date: _____

Name: _____

ASU Department: _____

ASU email: _____

Proposed agenda item (25 words or less): _____

Reason for submitting proposed agenda item (i.e. goals, objectives, problem to solve):

Details (attach supporting documentation, if applicable): _____

For Staff Senate Use Only

___ Refer to _____ Committee for additional review with a
_____ (MMDDYY) deadline.

___ Include on agenda for _____ (MMDDYY) Staff Senate meeting.

___ If not included on agenda for Staff Senate meeting, response by Executive Board.