

DCA Board of Directors

Request to Address the Board Form

The DCA Board of Directors values input from members of the school community and the public. In order to maintain an orderly and respectful meeting process, individuals wishing to address the Board must complete and submit this form no later than the Friday preceding the regularly scheduled Board meeting. This ensures adequate time for review and agenda preparation.

Full Name: _____

Phone Number: _____

Email Address: _____

Date of Board Meeting Requested: _____

Please provide a brief description of the topic or issue you wish to present to the Board:

If you plan to distribute or present any materials (documents, handouts, or visual aids), such materials must be submitted **no later than the Friday before the scheduled meeting** via email to: **boardofdirectors@dcaky.org**. *Supporting materials received after the deadline may not be reviewed or included in the meeting agenda.*

By signing below, I acknowledge and agree to the following:

1. This request form and all supporting materials must be submitted by the stated deadline.
2. The Board may establish reasonable time limits for all speakers.
3. Remarks must remain respectful, relevant, and directed to matters pertaining to DCA operations, governance, or policy.
4. The Board reserves the right to defer or reschedule presentations to a future meeting if necessary for orderly conduct of business.
5. The Board reserves the right to deny any request at its sole discretion, for any reason.

Signature: _____

Date: _____

