

# DASB SENATE AGENDA ITEM

In order to be considered for the agenda, please complete this form and submit it to the DASB President's mail box or turn in it at the DASB Executive Committee Meeting after the Senate meeting on Wednesdays. The DASB President will approve/disapprove the action.

**Due date is on Thursdays by 2:30 p.m.**

Date of the Senate meeting: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Please check all applicable:

Business OR  Consent Calendar

Information  Discussion  Action

5 min.  10 min.  15 min.  20 min.  25 min.  30 min.  Other \_\_\_\_\_

PRINT CLEARLY. What is written here is exactly what will be put on the Agenda.

Title: \_\_\_\_\_

Finance Item (Get description from Finance Minutes)

Travel Item (Get description from Travel Minutes/Binder)

Diversity Event Item (Get description from Diversity Minutes/Binder)

Description (at least 15-20 words): This item is to \_\_\_\_\_

Name of the Presenter: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of the DASB President: \_\_\_\_\_ Date: \_\_\_\_\_