



Now Faith Fellowship Church

603 Elnor Street · Plant City, Florida · 33563
Office: (813) 704-4872

AGENDA ITEM REQUEST

The Agenda Request Form is the vehicle by which a resolution or other agenda item is presented to the Administrative Staff and Pastor Caldwell. Agenda items must be submitted to the Church Secretary ten (10) days prior to the meeting for which you would like your item to appear. All items on the Agenda Request Form must be filled out with complete and accurate information.

Date Submitted: _____

Topic Title: _____

Agenda Item: This area provides space for a brief synopsis of the agenda item. It should be an explanatory statement of the nature of the request. It should summarize the main points leading to the desired action, and explain briefly the *who, what, when, where, why* and *how* of the proposed action. Attach, if necessary, a complete, detailed listing of your budget. It should be sufficient for the Admin Board to understand its purpose and scope.

Summary: _____

Date Requested: _____

Submitted By: _____ **Phone:** _____

I certify, to the best of my knowledge, that all information and/or estimated expenses contained in this agenda item request are true.

Signature _____ *Date*

FOR OFFICE USE ONLY	
Date Received: _____	Meeting: _____
Action By: _____	Title: _____
Signature: _____	Approved [<input type="checkbox"/>] Denied [<input type="checkbox"/>]