Charter Township of Orion Board of Trustees

# Meeting Agenda Item Form

for use by Board Members, Department Heads, Members of the Public

**Deadline**: 12:00 p.m. - Tuesday before Township Board Meeting

Submit one copy of this form for each agenda item to the Clerk's Office with one copy of any backup materials. (Items from Department Heads must be approved by the Supervisor.)

Supervisor's Approval: _____

| | |
|---|---|
| **Meeting Date** | |
| **Department** *(if applicable)* | |
| **Agenda Item Title** | |
| **Contact Name, Address & Phone Number** *(if applicable)* | |

**Brief Description of Item:**

**Desired Board Action:**