# Sierra Club Marin Group (SCMG) Agenda Item Intake Form

Thank you for filling out this form to request for your item to be included on an upcoming Conservation Committee or Executive Committee agenda. This form together with all materials and handouts for the agenda item should be submitted to the Chair **no less than 7 days prior** to the meeting by email: [scmaringroup@gmail.com](mailto:scmaringroup@gmail.com?subject=Agenda%20Item).

Please provide the following information. Thank you!

**Name of Item:**

*(eg, Advocacy for a Marin County bird nesting protection ordinance)*

**Which Committee--Conservation or Executive--is this Item intended for?***(Items are usually vetted at ConsCom and then brought up to ExCom for action. If the item is not directly tied to conservation, it would go straight to ExCom.)*

**Committee:**

**Meeting Date or Month Requested:**

**How much time will you need?:**

**Who will be Presenting:**

**Why is this a Sierra Club Issue?**

**Item Description (Brief):** *In 200 words or less, explain what you want us to know or act upon.*

**SCMG Action Requested:** *Informational item? Seeking a specific Action from SCMG?*

**If action, what action are you proposing***?*

**Is there a specific time frame involved?**

**What position (if known) does the Sierra Club already have on this topic?**

**What other groups are active on this issue, pro or con? Know that we may reach out to them to better understand the issue:**

**Additional Information and Materials:** *Please list and provide all materials, including links to additional relevant information or attach additional items to this document at the time of submitting it.*

Thank you so much for your interest in having an item heard by the Sierra Club Marin Group. Committees will accommodate as many requests as possible, taking into account priorities, time constraints, deadlines and other items already on Committee Agendas. The appropriate Committee Chair will contact you to discuss this Item and scheduling possibilities. We appreciate your participation!