MEETING REQUEST FORM

Meeting Date Requested: February 6, 2024	**Contact Phone and E-mail:** romeror@sweetwatercountywy.gov, 307-787-3732
Presenters Name, Title and Name of Organization: Rebecca Romero / Accounting Office / Clerks Office & Cindy Lane / County Clerk	**Exact Wording for Agenda:** 11:50- FY 2024-2025 Budget Schedule Discussion
Preference of Placement on Agenda & Amount of Time Requested for Presentation: Any Time and 15 Minutes	**Will there be handouts? (If yes, include with meeting request form)** Yes
Will handouts require SIGNATURES? No **SHOULD THE ITEM BE MARKED CONFIDENTIAL?** No	If you are submitting a Resolution or Proclamation, please forward in Word format to: shoemakers@sweetwatercountywy.gov
Additional Information: What dates and times would you like to have budget workshops? How many budget workshops would you like to have? What would you like to do at each budget workshop? Would you like to meet with everyone requesting funding at the budget workshops or only some based on the funding request? What time would you like to have the budget public hearing and adopt the budget?	
Attachments: FY2025 Budget Schedule.docx	

INSTRUCTIONS:

- All requests to be added to the agenda, along with handouts and original documents to be signed, must be submitted in writing on the "Meeting Request Form" by Tuesday at 10:00 a.m. prior to the scheduled meeting and returned in person or electronically to Administrative Assistant Sally Shoemaker at: shoemakers@sweetwatercountywy.gov
  If your handout is not accompanied with the request, your request may be dismissed and you may reschedule for the next meeting provided the handout(s) are received.

- If you are presenting a **Resolution or Proclamation,** it must be submitted in Word Format and emailed to: shoemakers@sweetwatercountywy.gov
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item may be rescheduled.
- In order to determine placement on the agenda, please review the county website sweetwatercountywy.gov on Thursday afternoon by clicking “Commissioner's Agenda”.
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.

The Board of County Commissioners meets in regular session the first and third Tuesday of every month.

The meetings are open and the public is invited to attend.

The meetings are held in the commission meeting room:

80 West Flaming Gorge Way
Meeting Room #115
Green River, Wyoming
FY2025 Budget Schedule.docx