



Request for Trustee / Superintendent Representation

F 2-12

Trustee Representation

Please complete and email to Elaine Latawiec at least **two weeks prior to event date.**

Superintendent Representation

Please complete and email to Charlotte Watson at least **two weeks prior to event date.**

It is expected that Trustees/Superintendent or designate will be introduced at events when they are present. Events that individual Trustees are encouraged to attend, on behalf of the Board, for schools / service areas in their ward include:

- School Council meetings*,
- Student Citizenship presentation for students in grades 6, 9, and 12,
- Grade 12 Graduation ceremonies*,
- Employee long-service award presentations,
- Remembrance Day ceremonies*, and
- Christmas concerts*.

**Note: F 2-12 for Grade 12 Graduation ceremonies, Remembrance Day ceremonies, and Christmas concerts are only required to be completed if the Trustee is requested to speak or present. Trustees will attend school council meetings upon approval of school council, for the schools represented by their ward (see [Policy 3 Role of the Trustee](#)).*

Name of School/Service Area:				
Name of Function:				
Address of Event:				
Date of Event:				
Time of Event:		Commencement:	Completion:	
Dress Code:		Number of Attendees Expected:		
Will the following individual(s) be required to speak or present an award?			Yes	No
Board Member(s):			Speak	
			Present	
Superintendent or designate:			Speak	
			Present	
If individuals are required to speak, please provide details below and attach a copy of the complete program. Please provide any additional background information that may be useful in preparing remarks for the speaker(s) on a separate sheet.				
Type of Remarks:			Length of Remarks:	
Theme of Remarks:				
Coordinator/Contact:			Telephone Number:	
Email Address:			Website Address:	
Will be Met By:			Telephone Number:	
Official Host/Hostess:			Telephone Number:	

We ask that no changes be made to the program within 48 hours of the event unless notice is provided.

Process: Scan and email to Elaine Latawiec or Charlotte Watson.

Reference:

[Policy 3 Role of the Trustee](#)

[Policy 7-10 Trustee Compensation, Memberships and Attendance at Conferences](#)

[AP 20-23 Protocol for Trustee / Dignitary Recognition at School or Public Events](#)