

Hillsboro Christian Academy Board Meeting Public Participation Request Form

Meeting Date: _____

Instructions: *This form must be submitted no later than noon the Friday preceding the scheduled Board meeting. Forms may be submitted by:*

- Email to board@hcaoh.org
- Dropped off at the school office

Late submissions or sign-ups at the meeting may be accepted if time permits, at the discretion of the Board President.

Speaker Information

- **Full Name:** _____
- **Address:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Affiliation/Relationship to the School** (check all that apply): Parent/Guardian of enrolled student(s) – Student Name(s)/Grade(s): _____
 Current Student (with parental accompaniment if under 18) School Staff/Faculty
 Volunteer Community Member Other (please specify):

Comment Details

- **Topic of Comment:** (Brief description – must relate to school policies, programs, operations, or agenda items.)

Note: Submission of this form does not guarantee speaking time. Priority is given to agenda-related topics. Confirmation of receipt will be sent via email but this will not constitute a guarantee that time will allow speaking at the board meeting. Written comments may be submitted in lieu of or in addition to verbal comments.

I understand and agree to the following:

- Submissions to speak at the Board meeting must be received by noon on the Friday before the meeting. Submission does not guarantee time to speak at the meeting.
- Comments are limited to 3 minutes (or as adjusted by the Board Chair).
- All remarks must be respectful, truthful, and edifying, reflecting Christian values (e.g., Colossians 4:6; Ephesians 4:2-3). Profanity, personal attacks, threats, or disruptive behavior will not be tolerated.
- The Board will not engage in dialogue or provide immediate responses during public comment.
- Meetings may be recorded or live-streamed; participation constitutes consent.
- I have read and will abide by the school's Public Participation Policy.

Signature: _____ **Date:** _____

(If submitting electronically, typing your name serves as your signature.)

For School Use Only:

Received: _____ (Date/Time) By: _____

Approved: Yes No (Reason if no: _____)

Speaking Order #: _____