



IDAHO STATE BOARD OF EDUCATION

650 W. State Street • P.O. Box 83720 • Boise, ID 83720-0037

208/334-2270 • FAX: 208/334-2632

e-mail: board@osbe.state.id.us

While handout materials are strongly discouraged at Board meetings, we understand there are times they may be necessary. If you need to provide handout materials to the Board, the following procedures apply:

1. Notify Board staff at least 48 hours in advance of the meeting that you will have additional materials to hand out.
2. Provide 20 copies to Board staff (all Board members, staff, and the media).
3. Provide all copies to a Board staff member the night before the Board meeting. The Board staff member will distribute the handout materials at the meeting.
4. The copies need to be three-hole punched.
5. The materials need to contain a footer (lower right) that indicates the Committee Name and Tab # of the item being discussed. For instance, BAHHR TAB 10.

By providing timely materials, staff has appropriate time to review the materials and make recommendations to the Board. Furthermore, Board members have ample review time. By providing materials late, you may risk a delay in the Board's decision on the item.

We appreciate your continued efforts to provide materials to Board staff in a timely manner. In the event this is not possible, we ask that you comply with the procedures set forth above. Thank you.