

Non-Profit/Charitable Donation Speaker Request Form

First, we would like to thank you for your interest in Elaine Swann to speak at your upcoming event. We appreciate your support. Ms. Swann's normal fee for non-profit/charitable/academic organizations is \$1,500. for up to ninety (90) minutes. We do realize there are some organizations that are unable to retain her services as each year we receive numerous requests for Ms. Swann to speak at events for free. Due to Ms. Swann's availability and our limited charitable fund, we are restricted to selecting only seven (7) organizations during a calendar year based on specific criteria.

Please take time to accurately fill out this form as it will assist us in our selection process. **ONLY** fully completed forms will be considered. We will evaluate the information to determine whether your organization meets our "Standards for Charity Donation." After the evaluation is completed, a representative will contact you within **2 weeks**.

REQUEST DEADLINE: Your request should be submitted at least **six weeks** prior to the date of your event via fax or email at the address provided below. Thanks again!

CONTACT INFORMATION

Event Coordinator _____

Phone _____ **Cell** _____ **Email** _____

Name of School or Organization _____

Mailing Address _____

City, State _____ **Zip** _____

Phone Number of Organization _____

Website _____ **Year Organization Founded** _____

Non-Profit Id # _____

Mission: _____

EVENT DETAILS

Name of Event _____

Estimated attendance _____ **Date of Event** _____ **Time of Event** _____

Please explain: Type of Event & Purpose (fundraiser, community event, charity, etc)

Location/Address _____

Length of time preferred for speaker 30 minutes 1 hour 1 1/2 hours

Other _____

Audience description (i.e. youth, parents, professionals, etc)

SCHOOLS ONLY:

School grade level _____ Subject/program _____

Have you attempted or do you have access the following funding programs?
(Please answer each item)

	Yes	No	Have not attempted/applied
School Improvement Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title 1 Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English Language Learner Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21st Century Funds for After School Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Education Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Booster Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTSO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCIAL INFORMATION

Will your organization charge attendees to participate? Yes _____ No _____ If yes, how much? _____

Would your organization consider slightly increasing fee to cover cost of speaker? Yes _____ No _____
N/A (not at this time) _____

If no, please explain _____

Does your organization have a fundraising committee? Yes _____ No _____

How will your organization promote event?
(Newsletter distribution, email blast, newspaper ad, website, flyers etc)

Local businesses may underwrite fundraising events in return for advertising rights and an opportunity to market themselves to your local community. Has your organization considered contacting a business entity to underwrite the speaker portion of your event?

Yes _____ No _____ N/A (not at this time) _____

If no, please explain.

Do you have any sponsors for this event Yes _____ No _____

If so, please provide name of sponsors'

If this is a **Community or Non-Profit Organization**, please check the **Average Social Economic Status** of attendees:

- _____ Middle Class
- _____ Upper Class
- _____ Economically disadvantaged