



CATEGORY II

ED. INSTITUTIONS & YOUTH ORGANIZATIONS

SPEAKERS BUREAU REQUEST FORM

For NHC Use Only
HRC Number _____
Date _____

This request form must be filled out completely—including signatures. There is a **TWO** program per calendar year limit for each school (as defined by physical location/address) or youth group organizational unit. For first program include processing fee of \$50 or \$75 for the following high-use speakers: Cherrie Beam-Clarke, Darrel Draper, Charlotte Endorf, Sue McLain, and Chris Sayre. For second program include processing fee of \$100.

Check if at least 50% of the students are eligible for the Free or Reduced Lunch program. Processing fee for these schools for first program is \$35 or \$50 for high-use speakers and for second program is \$100.

SCHOOL/ORGANIZATION NAME: _____

Address: _____ County: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail (if checked regularly): _____

PROJECT DIRECTOR NAME: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell Phone: _____ Evening Phone: _____

E-mail (if checked regularly): _____

WHERE WOULD YOU LIKE YOUR MATERIALS SENT? Organization: Home:

SECOND CONTACT PERSON NAME: _____

Day Phone: _____ Cell Phone: _____ Evening Phone: _____

PROGRAM INFORMATION

Program Title from HRC Catalog: _____

Presenter: _____

Date: _____ Time: _____

Location: _____ Maximum Occupancy: _____

HAVE YOU CONFIRMED DATE AND TIME WITH SPEAKER? YES NO

Describe the audience you intend to reach:

Describe your goals/vision for this program and how it relates to your curriculum or organizational mission:

How do you plan to prepare attendees for the program and what will the follow-up be afterwards?

I ASSURE THAT MY ORGANIZATION WILL:

- Acknowledge the NHC funding in all print materials, media interviews, and at the beginning of the presentation,
- Not charge a fee for the program,
- Pay the speaker on the day of the program (The NHC sends out checks on the 15th and 30th of each month),
- Display NHC poster during the program in the room or at the entrance where the program will be held,
- Notify NHC and the speaker immediately of changes in the program (including cancellations),
- Prepare attendees of the program and follow-up with attendees after program,
- Guarantee that an authorized adult will be present during the entire program,
- Not use NHC Speakers Bureau programs as classroom replacements or fundraisers, AND
- Submit a final report within 10 days after the completion of the program.

I CONFIRM THAT:

1. The organization requesting this program is an educational institution or a youth organization.
2. I have read and understand the policies and procedures set forth by the NHC office for this category. (These are located on the NHC website at: <http://www.nebraskahumanities.org>)
3. I understand that failure to comply with the above assurances may jeopardize my organization's eligibility for future programs and/or funding.

Project Director's Signature

Legal Representative's Signature

Date

PLEASE RETURN FORM AND MAKE CHECK OUT TO:

NEBRASKA HUMANITIES COUNCIL
215 CENTENNIAL MALL SOUTH, SUITE 330
LINCOLN, NE 68508

DEADLINE: MINIMUM OF ONE MONTH BEFORE THE PROGRAM DATE