



# 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 high-use speakers (Dale Clark, Darrel Draper, Charlotte Endorf, and Chris Sayre). For second program include processing fee of \$100 or \$50 if one of the two programs per calendar year is a Notable Nebraskans speaker.

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 or \$50 if one of the two programs per calendar year is a Notable Nebraskans speaker.

**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 15<sup>th</sup> and 30<sup>th</sup> 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 any changes concerning 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**