**Presentation Guidelines**

**Notes:**

* This guideline contains recommendations for your presentation. Ensure you have thoroughly read the Meeting page on the website. You may use this document as a template.
* Be prepared to speak briefly (maximum 5 minutes) and answer questions (maximum 5 minutes) from the membership.

**Suggested format:**

* Opening line: (*“Every month, 75 women in our community are involved in a domestic violence dispute.”*)
* Your name:
* Name and location of the organization:
* Describe the service area of the organization and whom they serve:
* The organization’s mission statement: (What do they do and how do their services benefit the community)
* I am nominating this charity because:
* Describe specifically how our funds will be used:
	1. Is this a new or existing program?
	2. Does the charity have a plan in place to sustain the program after our donation has been used?
	3. How many people will be impacted by the donation?
	4. Is the program essential?
	5. What our community will miss if it does not get funded?
	6. Measurements to be used to ensure success of the program and good use of the donation.
* Be prepared to speak to the organization’s finances, including the size of their annual operating budget and how much they spend on admin/fundraising.
* Conclude with a heartfelt ask and a thank you.