



## **Presentation Guidelines**

### **Notes:**

- This guideline contains recommendations for your presentation. Ensure you have thoroughly read the [Meetings](#) page on the website. You may use this document as a template.
- Provide verification the charity is a 501(c)3 from the IRS website at least one week prior to the meeting. [Search via the IRS site.](#) Send to [100womenwhocaretroy@gmail.com](mailto:100womenwhocaretroy@gmail.com).
- Be prepared to speak briefly (maximum 5 minutes) and answer questions (maximum 5 minutes) from the membership.

### **Suggested format:**

- Opening line:
- 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:
  - Is this a new or existing program?
  - Does the charity have a plan in place to sustain the program after our donation has been used?
  - How many people will be impacted by the donation?
  - Is the program essential?
  - What our community will miss if it does not get funded?
  - 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.