

CSA Women's Association

Application to Fund Speaker Programs

*"To promote the physical, intellectual, moral and religious welfare
of the constituency which it seeks to serve."*

The Women's Association, under the leadership of the Finance Committee and approval of its Board, will consider funding requests for speakers proposed by Association members, the CSA Board of Trustees and/or Committees, and other members of the CSA community at large.

Funding Criteria:

To consider your request, **please indicate** which specific criteria will be met by the Proposed Speaker Program
Check all that apply:

- Enhances the education and training needs of women, children & families
- Enhances the recreational and creative needs of women, children & families
- Enhances the health and safety of women, children & families
- Enhances the greater appreciation for nature and the environment
- Promotes the spiritual and religious welfare of women, children & families

Responsibility of Sponsor:

PLEASE NOTE - It is the responsibility of the sponsor to confirm the event with the speaker, the Women's Association representative & the CSA Managing Director; attend the event; follow through with publicity & posters. Please see **details on next sheet** for specific information. The WA is available for advice and help.

Details:

Application should be completed by **July 1**. A maximum of six programs will be funded each season. Provide specific details and information concerning the proposed Speaker and the program content, and how this program will meet the funding criteria below. If necessary, add an attachment. Thank you!

Event Date:

Please indicate your **preferred DATE and TIME** as the first date and two alternative dates below

1. _____ ** preferred Date & Time
2. _____
3. _____

The date will be confirmed with you by the Women's Association and Calendar Committee

Amount Requested - Total not to exceed \$200 per program:

Checks will be reimbursed by the WA in the amounts requested with submission of receipts

Honorarium \$100 – this is the *maximum* that will be approved by WA to each speaker

Refreshments \$70 (suggested) Posters \$30 (suggested)

TOTAL MAX = \$200

Name of Sponsor: _____

Date: _____

Print

Phone: _____

Summer

Winter

Email: _____

Please submit completed forms to **Susan Baker** - Women's Association:

Contact: Summer: PO Box 613, Frankfort 520 338-9959

Winter: 910 W. Los Altos Road 520 338-9959
Tucson, AZ 85704

Email: sus@engr-metr.com

Revised 1/5/16

Responsibility of Sponsor:

It is the responsibility of the sponsor requesting the program to:

Confirm Date with Speaker

A member of the Women's Association (WA) will contact you and work with you, CSA Managing Director and Calendar Committee to determine and confirm date. After that time, you can confirm the event with the speaker and coordinate with the WA.

Provide Contact Information of Speaker

It would be helpful to provide contact information regarding the speaker to the WA representative in case of any unexpected issues with date, location & ability to host the event.

Provide Publicity – please consider providing information for

- Church Bulletin – should be provided to Office at least two weeks ahead
- White Board – provide to Office at least two weeks ahead
- Posters (see details below)

Develop & Distribute Posters

- suggest up to **\$30** cost
- WA has examples to guide you with wording as does Bayside Printing
- recommend using Bayside Printing – suggest using Meredith as contact
- please note – preferable that paid for at time of pick up, to be reimbursed by WA

Guide to keep Posters within costs

- set up your own design on word file that can be saved as pdf file & sent to Bayside
request 28lb weight, color copy
25 regular posters 8 ½ x 11 + 2 large posters 11 x 17

- please note - if you need help at Bayside with *set up* – there is an *additional cost* of \$18

Wording on Posters *contact WA Rep for review of poster information before final approval*

- must include
“Sponsored by the Congregational Summer Assembly – Women’s Association”
- please also consider including information such as
“Open to the Public Free Admission”
“The Assembly Hall 2128 Pilgrim Highway, Pilgrim

Attend Event

It is expected that the sponsor attend the program and introduce the speaker. At the beginning of the program, please recognize the WA as sponsor, or have a WA representative do so.

Provide Refreshments if you have requested

- suggest up to **\$70** cost
- expenses reimbursed with receipt by Treasurer after the event
- use available cups, paper goods, coffee etc provided by the WA & stored at Assembly Building
- pots for coffee & hot water in Pantry are available for use