

Is your Department or Student Organization planning to bring a speaker, lecturer, or performer to PSU?

\$\$\$ The PSU Educational Activities Speakers Board may be able to help. \$\$\$

### ☞ What is the Educational Activities Speakers Board? ☞

The Speakers Board is a student fee funded board composed of three students and three faculty members. The board considers requests for funds from student organizations and academic departments that bring speakers of educational importance to PSU. The Speakers Board has a yearly budget of approximately \$23,000. In a typical year, this level of funding has helped to bring 10-15 speakers to PSU campus. An average proposal or request is typically in the range of \$200-\$1,500. In order to accommodate as many requests as possible, the Board limits individual requests to \$2000.00 per event. In addition, no one group or department will be allocated more than \$3000.00 per academic year.

### ☞ How do I request funds from the Speakers Board? ☞

It is really easy. You should **1) submit a request in writing**, preferably a minimum of **one month prior** to the event to the Speakers Board. Deliver a copy of your request to the Speakers Board **2) mailbox**, which is located in the hallway directly west of the SALP office on the first floor of Smith Memorial Center (Behind the Information Booth). Also notify the Speakers Board by email that you have submitted a proposal, **3) attach your proposal to this email in a word document**, and ask when the next meeting is scheduled. Email the document to [speakersboard@lists.pdx.edu](mailto:speakersboard@lists.pdx.edu). The EASB does not have an office or a phone number. If you have any questions, you can contact the Chair, **Anne Eldred at 503-286-4470 or annee@pdx.edu** or if you are in a student group, speak with your advisor. If you need assistance writing the proposal contact:

The Writing Center: 503-725-3570 or [writingcenter@pdx.edu](mailto:writingcenter@pdx.edu) in Cramer Hall 188F

*Please include the following in our written request:*

- A resume, a curriculum vitae, press kits or materials from the presenters; a description of there area of expertise and topic area.
- An **itemized** budget that describes how the funds will be used. Include all categories that apply (ie, honorarium, travel costs, lodging, food, and advertising.) The more specific you are in the written proposal, the fewer questions the Speakers Board will have and the quicker they can give you a response.
- Answers to the nine questions on the following page.

### **Plan Ahead!!**

Many speakers schedules get booked months in advance. Also, **it takes time for you to work with your advisor and with the SDO accountant to complete a contract and arrange for payment.** After the Speakers Board has reached a decision, they will send an {electronic} letter to the proposal presenters. If money is granted, the accountant (Phyllis Hayes) will receive a copy of your proposal and the Board's allocation. The Board meets roughly every 4 weeks, plan accordingly.

Please answer the following in your written proposal and **include the questions as subheadings before each of your responses.**

1. What is the significance of your proposed speaker to the campus community or to the particular subgroup of the community you represent?
2. Are there other groups or programs within the university community for whom the speaker will be significant?
3. When will the event(s) located? When are they going to be held?
4. What opportunities will there be for direct student contact with the presenter?
5. Will there be an entrance fee for those attending? The Speaker's Board gives preference to proposals that do not charge a fee to PSU students.
6. What publicity arrangement are you making?
7. Has the speaker been to PSU recently? With what results?
8. What is the expected attendance you anticipate for your event(s)?
9. Is this event co-sponsored by other members of the PSU community (ie. Student groups and Departments)?

#### **Collaborate and Co-Sponsor!**

**The more endorsements and monetary support that an event gets from collaborations, the easier it is for the EASB to justify potential investment.**

**IMPORTANT: A representative from the student group or academic department who is sponsoring the event is required to attend an EASB meeting in which the committee has an opportunity to ask questions, and the presenter an opportunity to field inquiries.**

#### **What is Required of you if you request for funds is approved?**

There is only one requirement. Include in your advertisement that your event was funded in part by the PSU Educational Activities Speakers Board.

- 1) Use this sheet as a guideline to write a proposal.
- 2) Submit the proposal in the EASB mailbox and via e-mail,  
[speakersboard@lists.pdx.edu](mailto:speakersboard@lists.pdx.edu)
- 3) Work with an Advisor—Presenter Contract, Tax ID #
- 4) Attend an EASB meeting and present your proposal.
- 5) Await your potential funding!!!