



## **Presentation Guidelines and Talking Points**

If the organization you nominated is selected for consideration at a meeting, you will be allotted five minutes to make your case and five minutes to answer questions from the membership. Making your case for support in the five minutes that you are allowed takes some planning. The following includes some guidelines and talking points to help you make the best use of your time so each member can make an informed decision on how to vote.

### Presentation Guidelines

You only have a handful of minutes so make your pitch count! Be prepared to know about the charity you are presenting to the chapter for funding consideration. It helps to focus on a specific program that needs funding and to talk about the people that particular program will benefit and what it accomplishes in your community. The more specific you are, the more the members will be able to connect their donation with this charity. Don't speak in generalities or your audience will get lost. Presentations should be simple and not overly formal – no PowerPoint's or handouts. Have fun!

### Talking Points

Be prepared to speak briefly and potentially answer a few questions from the audience about the following:

- What is the name of the charity?
- Where is the charity located?
- What is the mission of the charity?
- What purpose does the charity serve (who do they serve, what do they do, how do they do it)?
- How would the organization benefit from receiving the donation?
- How will the funds be used?
- What other sources of funding does the charity have (i.e. how needy is the organization)?
- Why are you selecting this charity?
- Describe your personal interactions with the charity or how you learned of the charity.
- When do they issue tax receipts?
- If chosen, to whom would the group make a check payable to?