



2010-11

## How to Request a Fellow

AAUW California is fortunate to have many recipients of Educational Fellowships and Grants studying in our state each year. Fellows and grant recipients are a wonderful source of motivation for members to continue contributing to AAUW Funds.

If you want a fellow or grant recipient as a speaker, **you must work with our AAUW CA AAUW Funds Scheduler.** Current fellows are heavily involved in their studies and tend to be very busy. Please allow the schedulers four to six weeks of advance notice to schedule a speaker. You will usually get a current fellow, but on occasion the schedulers may call on past fellows, who are often more available and can also speak on the longer-term impact of an award on their lives.

We suggest that you prepare a backup program in case no speaker is available on the date you request. According to AAUW CA Policies and Procedures, branches are limited to one visit from a current fellow every other year. However, if there are fellows, past fellows, or other recipients available, branches may request visits in their off years. Such requests will be considered after all eligible branch requests have been filled.

Branches are encouraged to extend the hand of friendship to fellows without imposing obligations. They may know very little about branch-level AAUW, and may be delighted to join in your branch activities if their time allows.

### Guidelines for Requesting a Fellow

- A. DO NOT CONTACT Fellows or Grant Recipients directly. The AAUW CA Funds Scheduler acts as a clearinghouse and expedites the process for all involved.
- B. A Fellow or Grant Recipient should be allowed a minimum of 15 minutes to speak.
- C. No expenses should be incurred by the Fellow. This means:
  - Branches must offer a minimum honorarium of \$30 to \$50.
  - Transportation (\$0.45 per mile) or public transportation fare must be paid, when appropriate.
  - Overnight accommodation, if necessary, must be provided.
  - Speaker's meal must be provided, if applicable.

To schedule a Fellow or Grant Recipient, contact Sharon Westafer at [aaufundspeakers@aauw-ca.org](mailto:aaufundspeakers@aauw-ca.org)

**For security reasons, physical addresses and phone numbers are not included on website documents.**

### REQUEST FOR A FELLOW (please print or type)

The \_\_\_\_\_ Branch requests a Fellow.

Date (first choice): \_\_\_\_\_ (second choice): \_\_\_\_\_  
(Must be two different months)

Location: \_\_\_\_\_ Time: \_\_\_\_\_ Is a meal included? Y N

Joint meeting with other branch(es)? Y N If yes, which branch(es)? \_\_\_\_\_

Special requests: \_\_\_\_\_

BRANCH CONTACT: \_\_\_\_\_ BRANCH POSITION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX NUMBER: ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_