



2017-2018 AAUW FUND
Fellow/Grant Recipient Speaker Request Form

AAUW California is fortunate to have many recipients of Educational Fellowships and Grants studying in California each year. Fellows and grant recipients are a wonderful source of motivation for members to continue contributing to the AAUW Fund. If you would like to schedule a fellowship or grant recipient as a speaker, you must work with the AAUW CA AAUW Fund Scheduler. Current fellows tend to be very busy, so please allow the scheduler four to six weeks advance notice. You will usually get a current fellow, but on occasion the scheduler may call on past fellows. We do suggest that you have a backup program in case a speaker is not available on the date you request.

Branches are limited to one (1) visit from a current fellow every other year according to AAUW CA Policies and Procedures. However, if current or past fellows or other recipients are available, Branches may request visits in their off years. Such requests will be considered after all other eligible Branch requests have been filled.

GUIDELINES FOR REQUESTING A FELLOW:

Do not contact fellow or grant recipients directly. The AAUW CA Fund scheduler acts as a clearinghouse and expedites the process for all involved.

1. No expenses should be incurred by the fellow and the following guidelines must be followed:
 - Branches must offer a minimum honorarium of \$30 to \$50.
 - Transportation (\$0.50/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.
2. A fellowship or grant recipient should be allowed a minimum of 20 minutes to speak.

Fill out form and email to: aaufundspeakers@aauw-ca.org (please print or type)

Branch Name: _____

Date (1st Choice): _____ (2nd Choice): _____

Location: _____ Time: _____

Meal Included: Yes / No

Joint Meeting: Yes / No If Yes, which Branch(es): _____

Special Requests: _____

Branch Contact: _____

Branch Position: _____

Mailing Address: _____

Phone: (____) _____

Email: _____
