

Speakers in the Schools Checklist

- Review the AZ Speaks Speakers in the Schools Catalog**
- Contact the Speaker**
- Create an Account for your School** (if one has not been created already)
 - EIN/ Tax ID Number
 - Authorizing Official's Contact Information
- Apply through the Grants and Programs Dashboard**
 - Congressional District*
 - AZ Legislative District*
 - Annual Budget*
 - Number of Staff*
 - Number of Volunteers*
- Complete Program Agreement**
 - Speaker's Email
- Complete Project Director Evaluation**
 - Services and Materials Cost (estimate)
 - Staff and Volunteer Time (estimate)
 - Total Cost Share
 - Speaker's Email

How to Apply:

- 1. Review the AZ Speaks Speakers in the Schools Catalog** and select the speaker(s) and presentation(s) you are interested in hosting. Organizations can book presentations effective July 6, 2016 for presentations from November 1, 2017 to October 31, 2018.
<http://azhumanities.org/speakers-in-the-schools-2017-2019/>
- 2. Contact the speaker** to schedule their presentation. Speaker contact information is available in the Speakers in the Schools Catalog under the Speaker’s Bio.
<http://azhumanities.org/speakers-2017-2019/>
- 3. Create an Account for your School**, if you have not already created one. Please call Arizona Humanities (602-257-0335) if you are unsure if your school already has an account.

What you will need at the time of registration:

- EIN/ Tax ID Number (*Please consult your school’s administration for this information.*)
- Authorizing Official’s Contact Information (individual who can contractually bind organization)

**Multiple personnel accounts can be created for multiple teachers within the same school. Please contact AH in order to create an account if your school has already registered.*

Organization Information	
Organization Name* <small>Applicants within large organizations consisting of multiple branches or departments, please use the following naming conventions to input your organization name:</small> Organization - Branch or Department Name. <small>For example: Phoenix Library - Burton Barr Library Branch.</small> <small>Arizona University applicants, please follow the following convention ABOR - University - Unit Name.</small>	EIN / Tax ID (##-#####)* <input type="text"/>
<input type="text"/>	
DUNS Number (#####) <input type="text"/>	Web Site <input type="text"/>
Telephone Number* <input type="text"/>	Organization Email <input type="text"/>
Street Address* <small>Please insert your organization's physical address. No P.O. Box numbers allowed.</small>	Address 2 <input type="text"/>
<input type="text"/>	
City* <input type="text"/>	State* <input type="text"/>

- 4. Apply through the Grants and Programs Dashboard** and complete the online AZ Speaks application. You should contact the speaker and submit your application at least four weeks before the presentation is to take place.

Grants and Programs Dashboard (bookmark website for easy access):

<https://www.grantinterface.com/Home/Logon?urlkey=azhumanities>

What you will need at the time of application:

- [Congressional District*](#)
- AZ Legislative District*
- Annual Budget*
- Number of Staff*
- Number of Volunteers*

Include information for **YOUR school only. Please consult your school's administration for this information.*

Congressional District*

Enter the district in which the presentation will take place. To find districts based on address, [click here](#).

AZ Legislative District*

Enter the district in which the presentation will take place. (List only one county, one congressional district, and one state district: those of the organization's headquarters or primary program location. Arizona districts only.)

To find districts based on address, [click here](#).

Annual Budget*

Number of Staff*

Number of Volunteers*

If you are scheduling a speaker for multiple presentations in a day, please indicate the time frame for each presentation in one application. Please keep in mind that **each presentation should not surpass an hour including Q&A time.** (Example: 9:00am – 10:00am, 10:15am – 11:15am)

5. Complete the Program Agreement, available in the [Grants and Programs Dashboard](#), once the application has been approved. You will receive a notification of approval through an email confirmation. Allow two weeks for your application to be processed.

- The Program Agreement is due one week after approval of application.

(Arizona Humanities has the right to cancel a presentation if a Program Agreement is not completed before the presentation date.)

If there are cancellations or any changes to the presentation, please inform AH as soon as possible.

When viewing your Applicant Dashboard, you should see both the [Program Agreement](#) and [Project Director Evaluation](#) forms. Click the Program Agreement's blue "Edit" button

on the far right side of the page. Each form has a due date along with the form's current status. Only when the Program Agreement is complete, will you be able to access the Project Director Evaluation (due one week after the presentation date).

Status Definitions:

- Assigned: Form has been assigned to Project Director
- Follow Up Draft: Form partially completed but not submitted
- Follow Up Submitted: Form has been submitted (under AH staff review)
- Follow Up Complete: AH staff has reviewed and approved form

Applicant Dashboard

Public Profile

Applicant:
Ms. Jane Smith
yaditest@gmail.com
623-555-5555
123 N. School Dr.
Phoenix, AZ 85008

Organization:
Test School
00-1234567
623-555-5555
123 N. School Dr.
Phoenix, AZ 85008

[Contact Email History](#)

i If your organization information does not appear correct, please click the edit (pencil) icon.

▼ Making Reading Fun

Process: AZ Speaks FY 2017

Application	Submitted	05/31/2017	View Application
Decision	Approved	05/31/2017	View Details

Follow Up Forms

FORM NAME	ASSIGNED TO	GRANT / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Program Agreement	Jane Smith	Overall Grant	06/07/2017	Assigned	Edit
AZ Speaks Project Director Evaluation	Jane Smith	Overall Grant	06/21/2017	Assigned	

The last step in completing the Program Agreement is entering the speaker's email address into the email box. Once doing so, copy the text within the instructions and click on the compose email box and paste the message in the pop up box. This is an important step, as the speaker will receive a confirmation email informing them you have applied and requested a specific date and time.

Host Sites MUST Complete - Speaker Notification

Speaker Email*
Confirm with your speaker that the AZ Speaks application process has been completed by following the steps below.
Input the **SPEAKER'S EMAIL** in the box below then click "Compose Email" and copy and paste the template below:

Dear : *this must be filled in*

Please note that we have confirmed with Arizona Humanities your speaking engagement detailing the following:

Presentation Name: *this must be filled in*

Date: *this must be filled in*

Time: *this must be filled in*

Thank you and we look forward to working with you.

Compose Email

Save Follow Up Submit Follow Up

6. **Complete the Project Director Evaluation** and submit through the [Grants and Programs Dashboard](#). The Project Director Evaluation consists of a small evaluation of the presentation, cost share questions, and submission of expense form to speaker.

- Project Director Evaluation is due one week after the presentation date.

What you will need when completing PD Evaluation:

- Services and Materials Cost
- Staff and Volunteer Time
- Total Cost Share
- Speaker's Email

Cost share means to "share expenses" whether it is monetary or in-kind costs. Any resources that the sponsoring organization contributed to the presentation of an AZ Speaks program is considered "cost share". Arizona Humanities is required to report this information to the NEH (National Endowment for the Humanities), which will help secure federal funding.

▼ Cost Share

Cost share means to "share expenses". Any resources that the sponsoring organization contributed to the presentation of an AZ Speaks program is considered "cost share", (i.e., cost for hall rental, paper copies, newspaper articles, the \$100.00 application fee, etc.). Arizona Humanities is required to report this information to the NEH (National Endowment for the Humanities), which will help us to secure federal funding.

This form is **REQUIRED** to be turned in by the sponsor to Arizona Humanities no later than 14 days **AFTER** the speaker has completed their presentation. **THE SPEAKER WILL NOT BE PAID UNTIL THIS FORM HAS BEEN SUBMITTED TO ARIZONA HUMANITIES!**

Arizona Humanities asks that you estimate the value of the resources that your organization contributed to the project.

Services and Materials*
This is the market value of the space and equipment used for presentations, as well as supplies, postage, phone, photocopying, and refreshments.

\$

Staff and Volunteer Time*
This is the time spent organizing, publicizing, hosting, and evaluating the presentation. Use a staff member's hourly rate or \$15 per hour for volunteers and multiply the hourly rate by the number of hours spent on the presentation.

For example: 4 hours x \$20/hour = \$80.

\$

Total Cost Share*
This is the sum of Services and Materials + Staff and Volunteer Time

\$

The last step in completing the PD Evaluation is entering the speaker's email address into the email box. Once doing so, copy the text within the instructions and click on the compose email box and paste the message in the pop up box. This a vital step as the speaker will receive their expense form through this email and will not be paid until this form is submitted.

▼ Speaker Evaluation/Expense Form

Speakers Email Address*
Use this space to send the speaker the Evaluation/Expense Form.

Input the **SPEAKER'S EMAIL** in the box below then click "Compose Email" and write a personalized message letting them know your evaluation has been completed and they will receive their expense report shortly. You may also copy and paste the template below.

NOTE: THE SPEAKER WILL NOT BE PAID UNTIL THIS FORM IS SUBMITTED!

Subject: Speaker Evaluation/Expense Form

Dear Speaker,

I have submitted my evaluation of your recent AZ Speaks presentation to Arizona Humanities. You will receive a separate email containing a link to complete your evaluation and expense report.

Thank you again for your presentation.

If you have any questions or trouble with the application process please contact Yadi Fajardo, Programs and Grants Coordinator, at (602)257-0335 x23 or dfajardo@azhumanities.org.