



*****FOR SCHOOLS & STUDENTS*****

Presentation Request Form*

School/Grade/Class/Club Name: _____

Contact Name: _____

Address (of school): _____

Phone: _____ Email: _____

Tell us about your school's environmental initiatives and/or programs: _____

Requested Presentation(s) Date(s): _____

Time & Duration: _____

Location or Virtual: _____

Host of event: _____

Day-Of Contact: _____ Cell Phone: _____

Description of expectations and topics requested: _____

of attendees and ages/grades: _____

Will COA staff have access to a (please check all that apply): ___ computer? ___ projector? ___ screen? Other

expectations (use of COA logo, endorsements or quotes, photo ops, etc.): _____

Additional comments: _____

**COA generally asks for a \$100 donation for 50-minute educational presentations/events plus reimbursement for travel (at \$.40/mile). For subsequent presentations on the same day, COA generally asks for a \$75 donation plus travel costs.*