



\*\*\*\*\***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.*