**100 Women Who Care Haldimand Presentation Guidelines**

Presentation times are firms; you will have **5 minutes to make your case** and **5 minutes to answer questions** from the members.

Presentations should be simple, not too formal (no PowerPoints or handouts), but contain detailed information about the charity you are nominating. You are making a pitch to members for their support. Your objective is to secure the most votes for your charity. As a result the charity you nominate could receive a donation over $7,000.

Presenters may be staff or volunteers of an organization or a member of 100 Women Who Care Haldimand who wishes to speak about the organization. Typically for the Haldimand chapter of 100 Women Who Care, presenters have been staff or board members of an organization.

It helps to focus on a specific program that needs funding and to talk about the people that particular program will benefit and what it accomplishes in your community. The more specific you are, the more the members will be able to connect their donation with this charity. Try to leave them with a sense of why you are passionate about this charity.

Have fun & don’t be afraid - you will be presenting to a friendly audience of women who want to support local charities like the one you are speaking to!

Talking points to consider

* State your name and the name and location of the organization.
* Describe the service area of the organization and whom they serve.
* Share the organization’s mission statement and speak to what they do overall and how their services benefit the community.
* How significant would this donation be to the charity?
* What other sources of funding does this charity have? E.g., Federal, Provincial, Municipal, independent fundraising, etc.
* Be prepared to speak to the organization’s finances, including the size of their annual operating budget and how much they spend on admin/fundraising.
* Describe specifically how our funds will be used. Remember the funds MUST remain in Haldimand County. Providing some background, if possible, on the following: is this a new or existing program; does the charity have a plan in place to sustain the program after our funds have been used; how many people the funds will impact; whether the program is essential and what our community will miss if it does not get funded; measurements to be used to ensure success of the program and good use of the donation.
* Share a story of a person/animal positively affected by the organization.
* End with a heartfelt ask and a thank you.