

IMCNHC Speakers Bureau Final Report Form

Host Organization Information

Organization Name: _____

Program Coordinator: _____

IMCNHC Speakers Bureau Program Information:

Program Title: _____

Speaker Name: _____

Program Date: _____ Time: _____

Program Location

Site Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Please Rate Your Experience with the IMCNHC Speakers Bureau!

(Circle the appropriate response)

<u>Role of the Canal Alliance</u>	Good				Bad	
Application Process:	1	2	3	4	5	NA
Clarity of instructions in Award Packet:	1	2	3	4	5	NA
Canal Alliance Staff – Friendly and Helpful:	1	2	3	4	5	NA
 <u>IMCNHC Speakers Presentation</u>						
Interesting and Informative:	1	2	3	4	5	NA
Organized and Fluid:	1	2	3	4	5	NA
Balanced—Avoided Advocacy:	1	2	3	4	5	NA
Appropriate for Audience:	1	2	3	4	5	NA
Audience Response, Participation in Discussion:	1	2	3	4	5	NA

Please comment on your publicity efforts for this program.

Number of People that Attended this Event: _____

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Host Organization Federal Match Information

Each year the Canal Alliance must demonstrate the local investment in the Illinois & Michigan Canal National Heritage Corridor. Please help the Canal Alliance meet our \$1 for \$1 match by completing the following information below and on the appropriate In-kind Match Valuation Form.

In-Kind (Estimated room rent or staff time)	\$ _____
Volunteer Time Value (Use In-kind Match Valuation Form*)	\$ _____
Cash (Spent on promotional materials, postage, supplies, etc.)	\$ _____
Other Contributions (Please describe _____)	\$ _____

Total: \$ _____

Please return this final report along with the Volunteer in-kind match valuation form, and any copies of programs, newspaper clippings, or other publicity materials no later than one month after the program date. Please contact Heather Wickens, Project Coordinator, if you have any questions.

*Below are instructions on how to complete the In-Kind Match Valuation Form.

Please complete an in-kind match valuation form for each volunteer.

1. First, have the volunteer write their name in the contributor line, their address on the contributor address, and sign and date on the line above "signature of person donating time."
2. Second, in the table section of the form write down the date(s) the person volunteered, a description of their work (setup, a mailing, a greeter, etc)
3. Third in the "Value of Work Performed" section record the number of hours worked by the volunteer
4. Finally, take the number of hours worked by the volunteer x \$22.34 and put the total dollar amount in the Totals column at the bottom right of the form.