VIRGINIA DENTAL HYGIENISTS’ ASSOCIATION FOUNDATION

**Speaker Sponsorship Award Program**

Program: Speaker Sponsorship Award

Deadline: Applications must be received 45 days prior to event. Funding

may only be awarded for events occurring outside of 45 days and

a 150 mile radius of a VDHA Continuing Education function.

Notification: The Contact person for the component will be notified of the results of the application. Also, the component award recipients will be announced at the First House of Delegates.

Contract: The component designee accepting the Speaker Sponsorship Award will sign the Foundation contract on behalf of the component upon acceptance of the check. The component will complete and submit an expense report and summarization of speaker and course content to the Foundation Treasurer within 30 days of the event on the form provided by VDHA.

The VDHA Foundation will administer the “Speaker Sponsorship Award Program” through the assets created by the Alice Hinchcliffe Williams Continuing Education Fund. This is an annual, competitive program for each component to apply for consideration of the award to help fund their continuing education program they desire to conduct in their regional area. The Foundation may award up to $500 given the application is completed and received according to the guidelines set forth by the foundation. Upon acceptance of the award money, the component designee will sign the contract provided by the VDHA Foundation. The component will be required to submit a detailed financial report on the expense report form provided by the Foundation and summarization of speaker and course content within thirty (30) days of the event. In the event of emergency and/or the need to cancel the CE event, the component will be required to remit the full funds awarded by the Foundation within seven (7) working days of the cancellation decision.

Should you need further information, please contact your Component’s Foundation Director Liaison and/or Component Trustee or VDHA Foundation Treasurer.

*Please continue on to next page for downloading the application to be completed and emailed to the VDHA Foundation Treasurer.*

VIRGINIA DENTAL HYGIENISTS’ ASSOCIATION FOUNDATION

Speaker Sponsorship Award Program

SPEAKER SPONSORSHIP REQUEST

**Instructions: In addition to following the protocol posted on the VDHA Foundation’s website, the application is to be submitted on the organization’s letterhead, with a typed response to each item listed below. Please e-mail, as an attached document, the completed, type written application to the below contact.**

1. Contact Person, address, email, phone # with area code
2. Event date, time, and location
3. Speaker: name and contact information
4. Subject matter
5. Title of Presentation
6. Expected Program Expenses:

Advertising, Speaker Honorarium, Facility, Handouts and other as specified.
 (Please itemize by listing each expense item along with specifying the total $
 amount projected)

1. Projected Profit
2. Intention for Use of Profit
3. Expected attendance/# of registrants\_\_\_\_\_\_\_\_\_\_ Registration fee:\_\_\_\_\_\_\_\_\_\_
4. Any co-sponsors contributing: Y/N

*If yes, specify name of co-sponsors and their contribution*

1. Brief statement as to why this program should be funded

*Send request to:*

Marge Green, RDH, MS

VDHA Foundation Treasurer

757-898-7739 office

E-mail to: mgreenrdh@gmail.com

Subject Line: SPEAKER SPONSORSHIP REQUEST

*Applications may be reviewed and sponsorship awarded quarterly. Notification of application status will be E-mailed to contact person and announced at VDHA Annual Session.*

FUNDING AWARDED IS FOR AN UPCOMING EVENT, NO AWARD WILL BE GRANTED TO COVER EXPENSES OF AN EVENT THAT HAS ALREADY TAKEN PLACE

# Virginia Dental Hygienists’ Association Foundation

Speaker Sponsorship Contract

The Virginia Dental Hygienists’ Association Foundation agrees to grant the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dental Hygienists’ Association (a component of VDHA) a Speaker Sponsorship Award for a continuing education program in their regional area in the amount of $ \_\_\_\_\_\_\_\_\_\_.

Furthermore, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dental Hygienists’ Association (a component of VDHA) agrees that they accept the amount of money awarded by the Speaker Sponsorship and that they commit to the fulfillment of the program as delineated in their application. Speaker Sponsorship grants may only be awarded for events occurring outside of 45 days and a 150 mile radius of a VDHA Continuing Education event.

The course is to be provided on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

Within thirty days (30) after the program, the component designee shall submit a financial report itemizing the revenue and expenses incurred along with a summarization of the event’s success, course content and the speaker’s biodata. Reports shall be emailed as attachments to the VDHA Foundation Treasurer for dissemination to the Board of Directors.

Failure to submit the required report within the thirty day (30) post course timeframe may cause the component to have to remit the grant money awarded.

In the event of emergency and/or the need to cancel the CE event, the component designee will be required to immediately notify the VDHA Foundation Treasurer and remit the full funds awarded within seven (7) working days of the cancellation decision.

Upon receipt of grant money, as accompanied by this contract, the Component designee shall sign, date and return the contract within five business days to the VDHA Foundation Treasurer.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Margaret Lappan Green, RDH, MS date

Virginia Dental Hygienists’ Association Foundation Treasurer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Component designee date

*(Insert printed name of designee here)*

*(Insert name of Component here)*