** 2020 Chapter Education Fund (CEF)**

Chapter Education Fund is available to assist chapters in securing speakers for special programs. To become eligible, each Chapter must submit a 2020 calendar of events complete with chapter and board meetings and activities on or before 31 January 2020. Each chapter may apply for a maximum of two $1,000 speaker grants in 2020. All grant requests for 2020 must be submitted no later than 31 October 2020. Late submissions will not be considered.

**Requirements**

* Reference the IAEE Chapter Education Grant wherever the speaker is listed (website, marketing materials, handouts, signage, during event introduction). **Keep copies to include in grant submission.**
* Sample Introduction or Flyer verbiage: “Our speaker today is provided though IAEE’s Chapter Education Grant.”

**Application**

Following the event, **complete the application** for $1,000 speaker grant below and send to IAEE. If approved, $1,000 will be electronically deposited into your chapter’s bank account the following month. (Note: IAEE Staff and Board Chair who present to the chapter are not funded through this program.) Application must include:

* Overall summary of evaluation or individual evaluation forms of the program, speaker, topic, location, participation.
* Copies of the event flyers / announcements displaying the speaker’s name.
* List of attendees that participated in the event.
* Photo’s of the event including speaker and signage.

**Application for $1,000 speaker grant**

Chapter:

Event Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Speaker Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Speaker: \_\_\_Industry Speaker \_\_\_ Personal Development Speaker \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you recommend this speaker to another chapter? \_\_\_Yes \_\_\_ No

Seminar Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seminar Location/Address/City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request made by (contact name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Submit grant to IAEE:

# By Mail — Lisa Buchanan, IAEE, 12700 Park Central Drive, Ste 308, Dallas TX 75251

## By Fax —972.458.8119

**By Email** – lbuchanan@iaee.com

**Questions?** Please contact Lisa Buchanan, lbuchanan@iaee.com or 972.687.9231.