



PRESENTATION INFORMATION SHEET

Presentations should be simple and not overly formal.

Here is a list of topics that you should be prepared to discuss:

What is the name of the organization?

Where is the organization located?

What is the mission of the organization?

What purpose does the organization serve? (who, what do they do, how do they do it)

How would the organization benefit from receiving the donation?

How will the funds be used?

What other sources of funding does the organization have (i.e. how needy is the organization)?

Can they issue tax receipts?

If chosen, to who would the group make the cheque payable to?

Describe your personal interactions with the organization or how you learned of the organization.
