



Speaker's Bureau Report Form

If you have recently completed a speaking engagement on behalf of GDD, we want to hear about it!

Please submit one form for **each** speaking engagement you have completed.

**indicates a REQUIRED field*

*Your Name: _____

*City/State: _____

*Phone: _____

*Email: _____

Speaking Engagement Information:

*How many hours did you spend at this speaking engagement? (Include time invested before, during and after speech): _____

*Out-of-pocket expenses incurred while volunteering are tax-deductible. It is a volunteer's responsibility to keep accurate records and to provide your tax preparer with appropriate record keeping.

*Date of Speaking Engagement: _____

*Location of Engagement: _____

*Contact: _____ Contact Phone: _____

Est. # People Served: _____ *Children* _____ *Adults* _____ *Seniors*

Speech Recap:

*Please provide a brief description of this speech and about your target audience:

*Any lessons learned from this engagement? Things that worked? Things you would change?

Did cash or in-kind donations immediately result from this speaking engagement?

Yes

Amount: \$ _____

Item(s): _____

No

Other comments:

Thank you for your feedback and please keep us informed about the wonderful community volunteer activities you are doing in your community!

Please mail, email or fax this form to:

Guide Dogs of the Desert
Attention: Helen Morey
P.O. Box 1686
Palm Springs, Ca 92263
Email: hmorey@dc.rr.com
Helen Morey's Phone: (951) 769-9281
Guide Dogs of the Desert phone: 760-329-6257
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