

How to bring
“A Safe Place”
Workshop
to Your Area!



[Child Sexual Abuse Awareness & Prevention]

SpeakingOut

against Child Sexual Abuse, Inc.

[A Non-Profit Organization]

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SpeakingOut against Child Sexual Abuse, Inc.

On behalf of all of us at SpeakingOut against Child Sexual Abuse, Inc. (aka SpeakingOut), thank you for considering the possibility of bringing our “A Safe Place” Workshop to your area. SpeakingOut’s Mission and Vision... to Raise Awareness on the crime of Child Sexual Abuse in an effort to Aid in Prevention. Therefore, any opportunity we get to go to a new area and/or return to an area to work toward our Mission is truly a blessing.

For more information/details on the Workshop itself, please refer to SpeakingOut’s *Workshop Information Sheet*.

To bring SpeakingOut’s “A Safe Place” Workshop to your area, it will require a dedicated Volunteer in your area to help arrange, set up & coordinate the event. Please let us know if you are open to this idea or who that dedicated Volunteer may be, if not yourself.

It may be a good idea to hold the Workshop on a Saturday or Sunday to allow attendance for those who cannot get off from work during the weekday... teachers, caregivers, etc... Our workshops are generally 4 hour interactive sessions, so 1 - 5pm on a Saturday or Sunday may work best. However, we can also discuss other options.

Location/Facility/Room...

- May be a good idea to reserve from 10am - 6:30pm (allows plenty of time for set up & break down/clean up)
- Capacity - Maximum of 30 participants. We like to keep the group small to allow for more personalized interaction.
- 30 Chairs with everyone sitting at tables facing the presentation screen
- Other Tables (Small Table for Projector, Refreshment Table, Table Sponsor Tables, etc...)
- Will need use of a Podium of some kind (no microphone necessary)
- Please look for a location/facility/room at no charge; if at all possible. We have little to no budget set aside for paying for the location/facility/room for our Workshops. The group that provides the space will be considered an Event Sponsor & will be recognized as such...

Event Sponsor (Location/Facility/Room Provider)

- ✓ Advertising - Logo Recognition on flyer, in newsletter(s), in website, etc...
- ✓ Guaranteed 2 waived workshop fees, but will still need participants to officially register.
- ✓ Allowed to set up an Information Table (Optional).
- ✓ Will provide a copy of SpeakingOut's IRS Tax Exempt Letter for charitable donation purposes on their end.

Equipment Needed...

- Laptop (SpeakingOut will bring)
- Projector (SpeakingOut will bring in most cases)
- AV Screen (Please look for one we can use at no charge for displaying the presentation)

Refreshments...

- Depending on the time of the Workshop, we will more than likely not need to provide a meal for Workshop Participants. Therefore, SpeakingOut could take care of the refreshments, to include Coffee, Bottled Water, Soft Drinks & light snacks/munchies.
- However, the best option is to find a Caterer/Restaurant that is willing to provide what is needed. If you find a Caterer/Restaurant willing to donate the refreshments, they will be considered an Event Sponsor & will be recognized as such...

Event Sponsor (Caterer/Restaurant)

- ✓ Advertising - Logo Recognition on flyer, in newsletter(s), in website, etc...
- ✓ Guaranteed 2 waived workshop fees, but will still need participants to officially register.
- ✓ Allowed to set up an Information Table (Optional).
- ✓ Will provide a copy of SpeakingOut's IRS Tax Exempt Letter for charitable donation purposes on their end.

Workshop Fees...

- This fee per person is basically to cover materials, printing, etc...
- Fee is \$20/person
- Group Rates Available; Please refer to Workshop Information Sheet
- No Charge for you (Workshop Volunteer/Coordinator); our way of saying “Thank You” for helping bring our Workshop to your area.

Travel Expenses...

- We will need your help in trying to obtain funding that will cover the travel costs (if/where applicable... airline, rental car, lodging, meals) for SpeakingOut. Pursuing funding for this purpose can be obtained in variety of ways...

\$100 Event Sponsors...

- ✓ Advertising - Logo Recognition on flyer, in newsletter(s), in website, etc...
- ✓ Set up Information Table (Optional)
- ✓ 2 Waived Workshop Fees per sponsor, but will still need participants to officially register.
- ✓ Will receive a Charitable Contribution Statement for \$100 donation at the end of the year.

\$25 Table Sponsors...

- ✓ Advertising - Mention (not logo) in newsletter(s) and in website
- ✓ 1 Waived Workshop Fee
- ✓ Set up Information Table
- ✓ Will receive a Charitable Contribution Statement for \$25 donation at the end of the year.

Getting the Word Out...

- As soon as the date/time/location is set, SpeakingOut will create & provide you with the Flyer, Registration Form & Workshop Agenda (in PDF Format). There will also be an Online Registration form available at www.speakingout-csa.com (Events & Workshops). At a minimum, SpeakingOut will work toward getting the word out by utilizing...
 - SpeakingOut Website
 - Twitter
 - Facebook
 - SpeakingOut News - Newsletter(s)
 - Email Distribution
 - Any free online event calendars, community calendars, etc... in your area
- In addition, it will be very important for you to help us get the word out in your area as well...
 - Word of Mouth (most important to reach people in your area)
 - Utilize your personal social networking sites (email, facebook, myspace, twitter, etc...)
 - Flyers (Forward Flyer by email to your friends, family, co-workers, etc...). We may even be able to order a limited # of printed copies of the flyer for you to hand out in person, hang up on bulletin boards, etc...)

Bring “A Safe Place” Workshop To Your Area!

Reserve Your Spot Today!