



GOVERNOR'S COUNCIL FOR PEOPLE WITH DISABILITIES

A | Indiana Government Center South
402 W. Washington St., Room E145
Indianapolis, IN 46204

P | (317) 232-7770

F | (317) 233-3712

E | council@gcpd.in.gov

MEMORANDUM

TO: Interested Organizations

FROM: Indiana Governor's Council for People with Disabilities

SUBJECT: **Guidelines for Event Sponsorship Requests**

On occasion, the Council may agree to provide funds for a speaker or other support for a conference, event, or workshop that reflects the mission of the Council and furthers one or more goals or objectives in the [Council's 5-Year State Plan](#). Organizations who request support must provide the Council with the following:

No less than eight weeks prior to the event the organization shall submit a request for sponsorship that addresses items 1-3. If assistance is approved, organizations will be notified and informed of the process to obtain the funds and complete reporting requirements.

1. Preconference Request

- a. Define the purpose of the event and target audience in terms of the number of attendees and type of participants.
- b. Explain the purpose and amount of funding requested, the total amount of the event budget and estimated other sources of funds.
- c. Describe outcomes expected from the event in terms of skills or knowledge obtained and/or action expected to be taken.
- d. Explain and/or provide a statement of assurances that covers items 2 & 3 below.

2. During Conference or event: Recognition of the Council should be provided in the program or verbally if there is no program. The Council logo will be provided upon request. If the Council provides significant support, a staff representative should be invited to attend and offered an opportunity to speak to the audience. If requested and when practical, information provided by the Council will be distributed to those in attendance.

3. Post Conference: The organization shall prepare a report for the Council detailing the outcomes including:

- a. A description of the content provided at the event along with a copy of the agenda or program,
- b. The number of people who attended,
- c. A description of the participants (e.g. social service providers, government, people with disabilities, family members, educators, etc.)
- d. Evaluation results by type of participant (if possible):
 - i. The number who were very satisfied, satisfied or not satisfied with the event overall,
 - ii. The number of people who agree they learned something that will benefit themselves or others,
 - iii. The number who agree they learned a skill they will use,
 - iv. Information on what participants plan to do as result of coming to the event.