

# Oregon Chautauqua Application Form



Complete legibly and submit as instructed in the Oregon Chautauqua catalog.  
An incomplete or improperly submitted form will delay the review of your request.  
OCH's address is 812 SW Washington Street, Suite 225, Portland, OR 97205.

Sponsoring organization \_\_\_\_\_

Sponsor's contact person \_\_\_\_\_

Address \_\_\_\_\_

City / Zip \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

*List the numbers of your organization's legislative districts. Visit [www.leg.state.or.us/findlegsltr/findset.htm](http://www.leg.state.or.us/findlegsltr/findset.htm) or call your county election board for assistance with this required information.*

U.S. Congressional District \_\_\_\_\_ Oregon Senate District \_\_\_\_\_ Oregon House District \_\_\_\_\_

Title of requested program \_\_\_\_\_

Name of Oregon Chautauqua scholar \_\_\_\_\_

Date and time requested \_\_\_\_\_

Alternate date requested \_\_\_\_\_

Place program will be held if different from the sponsor (*include name, street address, and phone*)

\_\_\_\_\_  
\_\_\_\_\_

Estimated audience size \_\_\_\_\_

Will an admission fee be charged? If so, what is it? \_\_\_\_\_

Program contact person if different from the sponsor \_\_\_\_\_

Address \_\_\_\_\_

City / Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

How do you plan to publicize this program to your organization and your community?

- Organizational newsletter, e-mail, or standard mailing to all group members
- Press releases to local print and broadcast media (include local colleges and high schools)
- Posters, flyers, bookmarks, and other handouts
- Other (please describe) \_\_\_\_\_
- Check this box if you would like to receive electronic copies of this program's publicity materials.

Phone number for public inquiries \_\_\_\_\_



Cost share is made up of the expenses you incur and the donations you receive in conjunction with hosting this program. **Cash cost share is the cash value of services and facilities contributed by your organization or third parties. Cash cost share typically ranges from \$100 to \$300 for most sponsors.** It includes staff salaries and benefits, equipment and supplies, postage, telephone, facilities rental, lodging for the scholar, printing, and any paid advertising. Please use actual amounts if available; otherwise provide your best estimates.

**In-kind cost share describes donations that come from a third party. In-kind cost share typically ranges from \$150 to \$500 for most sponsors.** It includes volunteer time (the number of volunteer hours multiplied by \$19.51/hour), loaned equipment, waiver of rental fees for a meeting room, donated lodging for the scholar, contributions of supplies, donated refreshments, and donated printing costs and advertising. The individual or company supplying the service can provide you with its value.

Estimated cash cost share \$ \_\_\_\_\_ Estimated in-kind cost share \$ \_\_\_\_\_

If the Oregon Chautauqua scholar travels more than fifty miles one way, you must offer to provide him or her with one night of lodging. Will this be a:  home stay or  hotel or other commercial lodging?

By signing this application, the Sponsoring Organization and Program Contact agree to:

- Certify that the Sponsoring Organization is a public agency, an organization, or a group organized for nonprofit purposes or incorporated under the Oregon Nonprofit Corporation Act
- Comply with all federal certifications regarding debarment, suspension, and nondiscrimination statutes as stated in this catalog
- Promptly notify OCH if there are scheduling or location changes to an approved program
- Open this program to the general public and widely publicize it as such to the local community
- Acknowledge OCH's sponsorship at the program and on all public relations materials
- Confirm all arrangements with the Oregon Chautauqua scholar one week before the program
- Duplicate and distribute the resource list and participant information form provided by OCH
- Return the sponsor's program evaluation form, completed participant information forms, and public relations materials to OCH within two weeks of the program

Sponsor Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

Check this box if you would like to receive e-updates about OCH programs and events.

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## For OCH Office Use Only

Block booking information \_\_\_\_\_

Scholar's honorarium \$ \_\_\_\_\_

Mileage ( \_\_\_\_\_ round-trip) \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Additional lodging \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

