



Speech and Hearing BC

Using Your Area Funds

Congratulations! Your request to host an area-funded workshop supported by Speech and Hearing BC has been granted. This checklist will guide you through the process for using these area funds to support the continuing education of Speech and Hearing BC members.

This is your “How to” guide for everything you need to plan and execute your area event. Remember, you are not alone: you can access your Area Representative and Speech and Hearing BC members in your area to support this process.

Thank you for being part of the continuing education program for Speech and Hearing BC members.

Checklist

Before the Event

- Contact your Area Rep and/or members in your area for support
- Invite your speaker(s) - see *Presenter Invitation* template
- Budget – Keep track of your costs – see *Registration & Budget Template*
- Submit invoice(s) for the event (e.g. speaker, venue) to your Area Representative. Speech and Hearing BC will then forward payment(s) as appropriate.
- Register your participants – see *Registration & Budget Template*
- Receipt Template* available for Registrants

During the Event

- Use *Registration & Budget Template* to take attendance
- Publicly acknowledge Speech and Hearing BC’s financial support for the event to event attendees
- Take photos and write captions to complete *Media Information Form*
- Provide *Certificate of Attendance* to all participants
- Ask Registrants to fill out *Feedback Survey*

After the Event

- Forward the following to your Area Representative (unless otherwise stated):
 - Event Summary – please complete *Media Information Form* and submit completed forms and pictures to janet@speechandhearingbc.ca
 - Tally *Feedback Survey* results and compile into *Survey Sheet – Presenter*. Provide an emailed copy to the presenter as well as your Area Rep.
 - Breakdown of expenditure (*Registration & Budget Template*)
 - Receipts for expenses
 - Surplus revenues to your Area Rep to be returned to the Area Funds pool.