



Pueblo West Women Who Care Charity Presentation Helpers

If the organization you nominated is selected for consideration at a meeting, you will be allotted five minutes to make your case and five minutes to answer questions from the membership. Making your case for support in the five minutes that you are allowed takes a little bit of planning. The following includes some guidelines and talking points to help you make the best use of your time so each member can make an informed decision on how to vote.

Presentations should be simple and not overly formal – no PowerPoint's or handouts, please. Remember that you must be a member of the Pueblo West Women Who Care to make a presentation at a meeting. Be prepared to speak briefly and potentially answer a few questions from the audience about the following:

1. State your name and the name and location of the organization.
2. Does the charity serve Pueblo West?
3. What is the mission of the charity? How do they benefit the community?
4. It would be good to also be prepared to speak about the organization's finances, including the size of their annual operating budget and how much they spend on admin/fundraising.
5. Is the program essential, and what will our community miss if it does not get funded?
6. Don't forget to tell a story of a person/animal positively affected by the organization.
7. End with a heartfelt ask and a thank you.

Have fun!