

## Parent Engagement Network Requirements for Local Speakers' Bureau

Purpose: This plan will outline the requirements for a collaborative relationship between Parent Engagement Network and its speakers' bureau to ensure that the speakers PEN works in collaboration with share similar approaches in order to achieve a common mission - be it for individual families within our community, or for the community at large.

PEN Mission: To engage and empower parents and caring adults in supporting and nurturing all families and communities on behalf of causing thriving youth.

The speaker/presentations will be reviewed prior to approval to make sure that they fulfill the following requirements:

### Requirements for Speaker's Programs/Presentations:

- ✦ Fit with PEN's philosophy and mission;
- ✦ Strength based programs that identify parent, community, and youth strengths and build upon them;
- ✦ Meet PEN's standards of inclusivity and equity;
- ✦ Have an interactive component and approach;
- ✦ Research based, where appropriate;
- ✦ Serve as a dynamic and original program that unites members of the community and supports the principals of PEN;
- ✦ Presenters will be evaluated by attendee.

### PEN Speakers:

- ✦ Agree to recognize PEN's participation in joint events by listing PEN in promotional materials;
- ✦ Will reference PEN on their website, with direct link to [www.parentengagementnetwork.org](http://www.parentengagementnetwork.org);
- ✦ Will link PEN's facebook page to their facebook, as applicable;
- ✦ Provide cross-training of skills and resources, as applicable;
- ✦ Contribute to PEN newsletter, to be scheduled by PEN news team;
- ✦ Distribute PEN materials/info on upcoming events through newsletter and distribution lists, or events sponsored by collaborators;
- ✦ Provide free presentations for PEN, as applicable;

### PEN Speakers Are Encouraged to:

- ✦ Volunteer for the organization in a way that shares their unique talents and gifts;
- ✦ Provide information to the PEN team no later than the 15<sup>th</sup> of each month to be included in the following month's newsletter,
- ✦ Attend PEN events.

PEN's Commitment to Speakers:

- 👉 List and link speaker in the Speakers Bureau section of the PEN website with direct link to speaker's website and calendar;
- 👉 Provide list of registrants to Speaker and summary of evaluations for the speaker's presentation;
- 👉 Include details on upcoming speaker events in PEN Community Newsletter, with links to speaker's website;
- 👉 Provide coaching and assistance to the speaker, as needed;
- 👉 Provide PEN volunteers to assist at events as needed;
- 👉 Speaker's information displayed on promotions/programs and events;
- 👉 Will provide PEN logo for use on speaker's flyers, promotions, etc.

Outcomes:

- 👉 Coordinate services, events and offerings to strengthen overall community,
- 👉 Encourage proactive community involvement to create positive change,
- 👉 Provide cross-training of skills and resources between PEN, speakers, and participants;
- 👉 Share community programs and solicit greater involvement by co-marketing and cross-promoting events, programs and activities.
- 👉 Relationship building between PEN, the speaker, and the community.