



# Youth Speakers Bureau

## Request Form

### Contact Information

School (Group) Name \_\_\_\_\_

School (Group) Number (\_\_\_\_\_) \_\_\_\_\_ School District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State TX Zip \_\_\_\_\_

Name of Contact \_\_\_\_\_ Title \_\_\_\_\_

Primary Number (\_\_\_\_\_) \_\_\_\_\_ Secondary Number (\_\_\_\_\_) \_\_\_\_\_

Primary Email Address \_\_\_\_\_

Secondary Email Address \_\_\_\_\_

Date of Submission MM / DD / YY

### Presentation Options & Information:

### **Please number according to preference.**

### **1 being most requested and 5 being least**

Topics: **Horticulture/ Gardening**

- Let's Talk Plants
- Soils
- Terrariums

Presentation Lengths:

**20 - 25 Minutes** – with this time frame you will receive a presentation with props and allow for group participation.

**30 - 45 Minutes** – with this time frame you will receive a presentation with props & Hands on Activity.

**Special Time Request** – Please provide the time Length that you would like and explanation of special program.

Time Length \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_

Number of Sessions 1 2 3 4 5  
(Number of times presentation will be repeated.)

Number of Youth \_\_\_\_\_ Grade Level(s) of Youth \_\_\_\_\_

Date of Presentation: 1<sup>st</sup> Choice MM / DD / YY 2<sup>nd</sup> Choice MM / DD / YY 3<sup>rd</sup> Choice MM / DD / YY

Time Period of Program/ Presentation(s) \_\_\_\_\_ - \_\_\_\_\_ (ex. 9:30 am – 2:00pm)

I can provide the following items for the Speaker if needed:

- Chair  Laptop
- Table cover (may be needed if using soil or paints for easy clean up)
- Table  Projector and screen
- Pop up canopy for outside usage

Our mission is to educate the youth of Bexar County in various aspects of Agriculture Literacy, Entomology, and Horticulture. We provide these programs free of charge as a community investment. Presentations are given by our highly trained volunteers which are part of the many programs offered by the Texas AgriLife Extension Service.

We require a **4 week minimum** notice for speaker requests. Please place submission date below.

If you have to cancel a program we ask that you contact us **one week prior to the event** allowing us to contact our presenters.

Once the form is submitted, it then will be presented for approval and you will be contacted shortly after on a confirmation date and time and we will supply you with presenter's name(s) and information.

Contact Information:

**Horticulture & Agriculture Literacy**

*Ruby Zavala* (Youth Gardens Coordinator)

(210)631-0400 or Ruby.Zavala@ag.tamu.edu

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**Official Use Only**

Signature of Approver \_\_\_\_\_ Date Approved \_\_\_\_/\_\_\_\_/\_\_\_\_