

2024 Education for Empowerment Guidelines and Requirements

GENERAL GUIDELINES AND REQUIREMENTS

1. In Phase I, each chapter may request a maximum of **one** event and is eligible to receive a \$1,000 stipend.
 - a. Per event, the chapter can request as many workshops as they'd like without exceeding the **two** speaker maximum.
2. If multiple chapters combine their efforts and place their request during phase I, each chapter will receive the stipend.
 - a. This will count as one event for each chapter.
3. In Phase II, chapters may request additional workshops on a first come first serve basis. No stipend will be provided to the chapter.
 - a. Per event, the chapter can request as many workshops as they'd like without exceeding the **two** speaker maximum.
4. The "Candid Conversations" workshop can only be delivered at larger chapter events (*75 or more attendees preferred*)
 - a. NBDF will be able to offer five of these workshops in 2024.

REQUIREMENTS TO REQUEST

1. In order to arrange for our speakers' travel and lodging, all requests must be submitted a minimum of **six weeks** prior to the date of the event.
2. All logistical details, including workshop time(s), must be confirmed and communicated to the chapter's liaison at least **four weeks** prior to the date of the event.