



E&O Community Outreach Presentation Request Form

The Education & Outreach team offers prevention education services to schools, youth-serving agencies, community organizations, colleges/universities, business, and social services agencies. Education programs are designed to prepare youth, adults, caregivers, and professionals to increase awareness about sexual assault, domestic violence, and human trafficking. Our programs dispel myths about sexual and domestic violence, promote healthy relationships, examine gender roles and how they relate to violence, inform individuals of YWCA services, and explore how each of us can become empowered to end violence in Santa Clara County.

Presentations can be customized to the client's specific needs. *To make sure we can best accommodate your request*, please contact us to schedule a presentation at least 3 weeks minimum in advance of your planned date. For programs that are not grant funded, there is a cost associated with them. The cost is dependent upon several factors, including the topic and length of presentation selected, the number of participants per presentation, and the number of class periods we will speak to (for school-based presentations). For more information, connect with the Education & Outreach team at 408-649-7707 x 3611.

To fill out this request form: print the form out, fill in the appropriate information, and e-mail the complete form to CommunityOutreach@ywca-sv.org. *For all Commercial Sexual Exploitation of Children (CSEC) presentation requests, please fill out this intake form, and we will send you an additional form with more information.*

Contact Information
Contact Person Name
Title of Contact Person
Organization/Affiliation
Phone Number
E-Mail Address

Presentation Topics (Mark Topics of Interest)	
	YWCA Silicon Valley Services (30 minutes – 1 hour)
	Sexual Assault (1 – 1 ½ hours)
	Domestic Violence (1 – 1 ½ hours)
	Human Trafficking (1 ½ – 2 hours)
	Commercial Sexual Exploitation of Children (CSEC) (1 ½ – 2 hours)
	Consent 101 (1 – 1 ½ hours)
	Self-Care When Supporting A Survivor of Trauma (1 – 1 ½ hours)
	Safe Bystander Engagement (60 minutes)
	College Sexual Assault & Safe Bystander Engagement (1 ½ – 2 hours)
	Child Sexual Abuse Prevention (1 – 1 ½ hours)
	Child Sexual Abuse Prevention for Parents (1 ½ – 2 hours)
	Supporting a Survivor of Sexual Assault and Domestic Violence (1 ½ - 2 hours)
	Resource Table: YWCA Silicon Valley Services (requester will specify time)

	Custom Presentation Request (<i>please describe</i>)
Reason for requesting presentation?	
Intended goal of the presentation?	

Audience Information
Number of Attendees
Approximate Age Range/Grade/Professional Level of Attendees:
Attitude/Motivation of Audience (<i>ex: mandated to attend vs. professional development</i>):
Has audience received any education or presentations on this topic before?
Other information we should know about the audience, such as special considerations the presenter should be aware of?
<i>Note: If you anticipate that media coverage will be present at this event, please notify YWCA staff via email when submitting your request form</i>

Equipment Available for Use at Presentation Site (for tabling requests fill out last row only)
Laptop (PC): <i>Yes, No</i>
Laptop (Mac): <i>Yes or No</i>
LCD Projector and Laptop Cords: <i>Yes or No</i>
Projection Screen: <i>Yes or No</i>
Dry Erase Board: <i>Yes or No</i>
Chalk Board: <i>Yes or No</i>
Table and two chairs (tabling requests only): <i>Yes or No</i>

Presentation Timing
Requested Presentation Date(s) & Time(s)
What time will room be ready for presenter to arrive and set up?

Location Information
Name of Venue:
Address of Venue:
Room Name/Number:
Parking Available?: <i>Yes or No</i>
Parking Permit Needed?: <i>Yes or No</i>
Visitor Check In Process?: <i>Yes or No. If yes, please describe</i>
Other location notes?