



Speakers Bureau Honoraria Waiver

Purpose. The Cesar E. Chavez Foundation has authorized the waiver of honoraria for certain categories of organizations if payment will result in financial hardship.

Applicants are assessed on the status of the group applying (for example 501 (c) (3) tax-exempt charitable organizations, K-12 schools, community-based organizations, etc.)

Guidelines.

Processing requests: Requests for waivers must be included in the initial request for a speaker and must provide sufficient information to enable the Foundation to evaluate the request. Given the nature of organizations that request fee waivers, the Foundation will work with any budget.

Granting waivers: Requests for waivers must explain:

- How the requester's event will contribute to the public's understanding of the life, work and ideals of Cesar E. Chavez;
- Why the requester needs the waiver of honoraria;
- The requester's budget for the event;
- Will the requester's event generate commercial revenue?

Please note that your organization is responsible for all costs associated with long-distance or out-of-state travel regardless of whether or not your honorarium has been waived. In addition, your organization is responsible for making travel arrangements, if necessary.

I request an honoraria waiver

a. I am not able to pay any of the speaker honoraria and costs

b. I am able to pay *only* the following speaker honoraria and costs (specify): _____

Name of applicant: _____

Postal address: _____

Contact name: _____

Contact telephone Day: _____ After hours: _____

Describe the type of event:

Reasons to support application:

1. Status of your organization: 501 (c) (3) tax-exempt charitable organization
 K-12 school
 Community-based organization
 Other: _____

2. Purpose of event: _____

3. Level of community benefit: _____

4. Community need / support for your event: _____

Other comments: (please continue on another sheet if necessary) _____

Name: _____

Position in organization: _____

Signature: _____ Date: _____