



School Name _____

Academic Assembly Confirmation Form 2012

STEP ONE	Provide your top three choices for holding your academic assembly between Jan. 23rd & Mar 7th	
	1 st choice date _____/2012	start time ____:____ end time ____:____
	2 nd choice date _____/2012	start time ____:____ end time ____:____
	3 rd choice date _____/2012	start time ____:____ end time ____:____
	Venue _____ <i>theatre, cafeteria, gymnasium</i>	

STEP TWO	Tell us about you and your students	
	Contact _____	E-mail _____
	Phone _____	Conference Period _____
	Participating grade level _____	Number of Students Participating _____
	Please Select Your Preferred Method of Communication	E-mail ____ Phone ____

STEP THREE	Preparations for a successful academic assembly <ul style="list-style-type: none"><input type="checkbox"/> A confirmed venue that is conducive to the assembly-style format (<i>theatres are perfect!</i>)<input type="checkbox"/> Time slot of 45 minutes - for student transit and being seated<input type="checkbox"/> Access to the assembly venue at least 30 minutes in advance<input type="checkbox"/> Educators present who will sit among students	A/V Needs Checklist <i>Please check the following items your school will be able to provide for the assembly:</i> <ul style="list-style-type: none"><input type="checkbox"/> SCREEN<input type="checkbox"/> PROJECTOR<input type="checkbox"/> SOUND SYSTEM<input type="checkbox"/> WIRELESS MICROPHONE
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To ensure that Legacy has reserved a date for your school, please return this form to Paula DeLaCruz, Executive Coordinator, via e-mail at pdelacruz@alegacyofgiving.org **AS SOON AS POSSIBLE.**

VISION: To grow a generation of givers.

MISSION: To empower children through philanthropy education and youth philanthropy programs to become more engaged in improving their communities and world.