



**NORTH CAROLINA
HUMANITIES**
C O U N C I L

MANY STORIES, ONE PEOPLE

**Road Scholars: A Speakers Bureau of the Council
Guidelines
2007 through 2008**

The North Carolina Humanities Council's Road Scholars speakers bureau exemplifies the mission of the Humanities Council by enabling people to come together and enjoy presentations and discussions that enrich their understanding of the human experience.

The mission of the North Carolina Humanities Council is to bring North Carolinians together to make sense of this world we share. North Carolinians live in a world defined by more than geographical boundaries. The state's culture and heritage are alive in the diversity of its traditions, its people and places, its history and art, its stories and music. As expressions of culture and heritage, the humanities are all around us, in our conversations, in the different ways we see the world, in the many ways we shape our lives. More than expressing our lives, the humanities offer us ways to ask our most fundamental questions about the meaning of what we say and do, about who we are.

Since 1990, the Humanities council has been offering speakers, free of charge, to public audiences. All presentations are grounded in the humanities and focus on issues of history, literature, philosophy, ethics, religious studies, linguistics, jurisprudence, history and criticism of the arts, sociology, and certain aspects of social science. This new listing of 59 different speakers and more than 135 different presentations offers a variety of options for audiences to explore the nuances of identity and community in North Carolina as well as in the larger contexts of the nation and the world.

FREQUENTLY ASKED QUESTIONS

Who many apply for a Road Scholar?

Any non-profit, adult organization planning a public program is eligible to apply. All applications are subject to approval and availability of funds.

How many speakers may I apply for each year?

You may apply for three speakers in one fiscal year. The Humanities Council's fiscal year is November 1 through October 31. You may want to consider developing a thematic series of three presentations for your group. If you would like some help in your planning, please contact Carolyn Allen at callen@nchumanities.org or 336 256-0140.

Is there a cost for my organization?

The Humanities Council pays an honorarium to the speaker and up to \$100 of the speaker's travel expenses. Any travel expenses above \$100 must be paid by the sponsor.

How do I apply for a Road Scholars speaker?

An application form can be found on the inside of the Road Scholars catalog . Please photocopy the form before completing it, and then mail or fax it to the Humanities Council. An application form you can download is available online at www.nchumanities.org.

When should I submit my application?

All applications should be received by the Humanities Council at least four weeks in advance of the desired program.

How much time should I allow for a presentation?

You should allow 45 to one hour for each presentation and 15-30 minutes for a question-and-answer period and open discussion.

What should be my estimated attendance for the program?

The Humanities Council expects applicants to recruit an audience of no fewer than 25 people. You might consider co-sponsoring the Road Scholars speakers with another community organization in order to attract greater local participation.

PROGRAM RESPONSIBILITIES AND RESTRICTIONS

What are my responsibilities?

Submit an application at least four weeks in advance of your desired date.

When a speaker has been booked, you will receive a packet containing: a *Grant Award Letter*; a *Grant Acceptance Letter/Contract*; a *Speaker's Confirmation Form*; *Evaluation Forms*; and a *Cost Share/In-Kind Form*.

The *Grant Acceptance Letter/Contract* must be returned to the Humanities Council within one week of your receiving it.

The *Speaker's Confirmation Form* is to be filled out by the sponsor and mailed immediately to the speaker. **Note: A speaking engagement is not officially booked until the sponsor mails the Grant Acceptance Letter/Contract to the Humanities Council and the Speaker's Confirmation Form to the speaker.**

The *Evaluation Forms* will be provided for the program coordinator and audience members. These forms must be completed and returned to the Humanities Council within one week of the completed program.

The *Cost Share/In-Kind Form* estimates the value of time, services, and materials your organization expends in order to host a presentation. This form must be completed and returned to the Humanities Council within one week of the completed program.

Generate widespread publicity that welcomes the public to attend the program and assures you of an audience of at least 25 people. **Please credit the Humanities Council in all publicity, including the following language:**

This presentation is made possible by a grant from the North Carolina Humanities Council. The North Carolina Humanities Council is a nonprofit foundation and a state affiliate of the National Endowment for the Humanities.

Send copies of all publicity materials generated for the program (flyers, newspaper articles, etc.) to the Humanities Council along with the other required forms.

Contact the speaker again shortly before the program will take place to reconfirm plans.

Provide the necessary equipment required by the speaker, making certain that it is set up and tested before the speaker arrives.

Notify the Humanities Council as soon as possible if there are any changes in the scheduled program such as a date change or cancellation.

What are the program restrictions?

Programs must be offered free of charge, be open to the public, be presented to an adult audience, and be non-discriminatory.

Presentations must be offered in a setting that is accessible to the public.

Organizations are restricted from giving any sort of payment or cash gift to Road Scholars speakers. *Should you wish to recognize a speaker, we would encourage you to make a donation to the Humanities Council "in honor of" that speaker. Such donations should be sent directly to the Humanities Council.*