

IV. ORNAA GUIDELINES FOR FORMAL PRESENTATION
Fiscal Year July 1 – June 30

Topic may be a summary of presentation given at a conference/workshop/ seminar, or a subject researched by a member.

An outline of the presentation is to be presented to educator/designate with a Reference list. The outline, the reference list, and this completed and signed checklist are to be submitted to the district treasurer as verification for funding.

The following checklist can be used as a guide by the member to assist in preparing and giving the presentation.

STRUCTURE	CONTENT	MET
Introduction	Purpose clearly stated. Outline or summary of presentation given.	
Body	Content is relevant to the topic and supports the main theme. Ideas are presented clearly, meaningful, and structured correctly. Topic is presented in a logical and organized manner. Member is interactive with the audience i.e. asks questions, eye contact/open body language, role plays, introduces games, encourages participation. Resources and research are acknowledged.	
Conclusion	Topic is summarized. The member identifies what they learned from the topic or from giving the presentation, and/or what they wanted the audience to have learned.	
Audio–visual aides	Optional. Those used are appropriate and relevant to the topic. A variety is chosen, but not too many to overload the audience. Preparation time is evident i.e. correct spelling; AV content is clear, concise, and readable from entire room. Distracters are avoided i.e. chewing gum, playing with pen/pointer, talking to the AV aide and not the audience.	
Time	Presentation is to be a minimum of 20 minutes.	

Note: CNA credits 2 hours of preparation time for each 1 hour of presentation.

Member Name (Please print) _____

Educator/Designate and position (Please print) _____
(Comments may be written on reverse) _____

OR, THIS VERIFICATION CERTIFICATE COULD BE ON THE BACK OF THE PAGE INSTEAD OF MEMBER NAME AND EDUCATOR/DESIGNATE AT THE BOTTOM OF THE 1ST PAGE.

This is to verify that	

gave a formal presentation on	

(Topic)	

(Location)	
_____	_____
Educator/Designate and position (Please print)	Date