



nami

National Alliance on Mental Illness

Missouri

3405 W. Truman Blvd. #102, Jefferson City, MO 65109
Main 573-634-7727 | WarmLine 800-374-2138

May 1, 2019

RE: In Our Own Voice (IOOV) Presenter Training

Dear Presenter,

Thank you for your dedication to NAMI Missouri and for your commitment to becoming a presenter for the **In Our Own Voice Presentation Program**.

NAMI Missouri covers the cost of the training, including training materials, one night at the Best Western Plus Capital Inn Hotel and meals during the training.

NAMI Missouri will reimburse you for mileage to and from the training at \$.40 (40 cents) per mile and meal(s) eaten while traveling that are not already included in the training, up to \$14 per meal while traveling.

A reimbursement request form is required for reimbursement for these items. Receipts must be attached for all expenses for which you request reimbursement, except for mileage, which does not require a receipt.

After you have been certified as an In Our Own Voice presenter, you will be paid a presenter fee of \$30 for each presentation you give that meets the requirements described on the following page.

We ask that all presenters make a commitment to give at least three (3) presentations per year. We will make every effort to assist you in coordinating presentations, including working to pair you with a more experienced presenter when possible.

Again, thank you for your dedication to promoting mental health and fighting stigma. We look forward to having you join our dedicated presenters across the state and are grateful for your service.

Sincerely,

Gena Terlizzi

Executive Director, NAMI Missouri
National Alliance on Mental Illness

CC: Dawn Matthews, Director of Operations, NAMI Missouri

CC: Alice Kliethermes, Director of Consumer Services, NAMI Missouri



Missouri

3405 W. Truman Blvd. #102, Jefferson City, MO 65109
Main 573-634-7727 | WarmLine 800-374-2138

Requirements to receive payment for IOOV Presentations

Before your presentation:

- Confirm with your presentation contact that the audience will include at least 10 attendees.
- Contact Director of Consumer Services Alice Kliethermes for mileage reimbursement pre-approval.

During your presentation time:

- Take headcount of your audience to report on your "Presenter Report Form."
- Distribute the audience evaluations.
- Encourage attendees to learn more about NAMI, to become members, and to share information on the free IOOV presentation program with others.

After your presentation:

- Collect the audience evaluations from audience members.
- Complete the Presenter Report Form (One form per team/ presentation)
- Complete the Speaker Fee Request Form (One form per speaker requesting payment)
- Complete the Mileage Reimbursement Request Form (only if pre-approved)
- Send all required documents to NAMI Missouri using the contact information listed below:
 - By email to alice@namimissouri.org
 - Or by mail to Alice Kliethermes, Director of Consumer Services, 3405 W. Truman Blvd. #102 Jefferson City, MO 65109

Reminder: The minimum audience is 10 people per presentation to receive payment and the following documents must be submitted to NAMI Missouri prior to receiving payment:

1. All collected audience evaluations
2. Presenter Report Form
3. Speaker Fee Request Form(s)
4. Reimbursement Request Form (only if pre-approved for mileage reimbursement)

The above documents are on the NAMI Missouri website at namimissouri.org/IOOV and scrolling down to the section titled **In Our Own Voice Downloadable Form**.

Please note that NAMI Missouri processes checks twice per month, and it may take up to a month to receive your payment. Please cash your check as soon as you can. Outstanding checks may be voided after 30 days and may not be re-issued.

NAMI In Our Own Voice Presenter Training and Presentation Program expenses are paid by NAMI Missouri through a Federal SAMHSA Statewide Consumer Network Grant.