

## Speaker Payment Guidelines

Speaker fees are currently set at \$30 per presentation per speaker. You must present in teams of two trained presenters and follow the program format in order to receive payment.

Make sure to distribute and collect evaluations for every presentation you give.

Always take a headcount of your audience. Some audience members might not turn in an evaluation, and both the number in the audience and the number of evaluations turned in must be listed on the "Presenter Report Form."

You must turn in the following before payment can be made:

- Presenter Report Form
- Speaker Fee Request Form
- All completed Audience Evaluations

If you would like to request mileage reimbursement, you must request approval before your presentation. You can request approval by emailing [info@namimissouri.org](mailto:info@namimissouri.org). If you have been pre-approved for mileage reimbursement, please submit your mileage reimbursement request form with your presentation report form, speaker fee request form, and student evaluations.

All Ending the Silence forms can be found online at [www.namimissouri.org/ETS](http://www.namimissouri.org/ETS).

Mail completed forms to NAMI Missouri, 3405 West Truman Blvd. #102, Jefferson City, MO 65109 or scan forms and evaluations and email to [info@namimissouri.org](mailto:info@namimissouri.org) using subject line "ETS Presentation."

Payments are processed twice a month and may not be mailed out for up to a month after we receive your documentation. Thank you for your patience and understanding.

Please cash your check when you receive payment. Outstanding checks will be voided after 60 days.