

PARAMETERS FOR ALLOWING OUTSIDE GROUPS TO SPEAK WITH THE JJOC

Complete a Request to Present form off the website and email to KA:

This form would include:

- Our brief paragraph about the purpose of the JJOC and their responsibilities
- The presenter's explanation of how this topic relates to juvenile justice in KS/JJOC
- Date
- Number of Presenters
- Name of Group or Individual (Presenters)
- Address of Group or Individual (Presenters)
- Contact Information for Group or Individual (Presenters)
- Topic of Presentation
- Purpose of Presentation (To share info; To request action; To report a problem; To make a recommendation)
- Question: Has this presentation been provided to any other committees or groups? If so, who and where?

Equipment Needed for Presentation

JJOC does not provide a laptop for use

- Projector
- Projection Screen
- Easel & Markers

Signature accepting JJOC presentation rules:

1. The presentation must be scheduled with JJOC support at least three weeks prior to the JJOC meeting. **This provides ample time to verify the location of the meeting will suffice for the presentation and to get it on the agenda.**
2. The presentation must be limited to XX minutes, with xx minutes to allow for questions.
3. The presenter is responsible for copying and/or providing any handouts for the committee.
4. Handouts and/or PowerPoints must be reviewed by JJOC support (**Jen and KA**) at least three days prior to the event. (**Avoid surprises! Verify relevancy.**)