



SPEAKER PROFILE AND AGREEMENTS

Speaker: Please complete **both** sides of this form and submit it to First Command Educational Foundation. Information from this profile may be used to create a biographical sketch that may be provided to Foundation points of contact. Information in this form will be kept strictly **confidential** and shall be used only in managing our services and programs. Fax the completed form to **817-569-2970** or scan and email it to **edufoundation@fcef.com**.

Personal Information:

Please print

Name: _____ Military rank & service (if applicable): _____

Personal email address: _____ Date retired or separated from service: _____

Address: _____ City, state: _____ ZIP: _____

Cell phone #: _____ Home phone #: _____ Fax #: _____

Emergency contact name & relationship: _____ Phone #: _____

Undergraduate college or university: _____ Degree: _____

Graduate college or university: _____ Degree: _____

Professional certifications: _____

Professional licenses: _____

Professional military education: _____

Career highlights (military and financial): _____

Affiliations and organizational memberships: _____

Volunteer activities in civic and cultural endeavors: _____

Employer: _____ Type of business: _____

Address: _____ City, state: _____ ZIP: _____

Business email address: _____ Business phone: _____

Business website: _____



SPEAKER PROFILE AND AGREEMENTS

Speaker Media Release Agreement:

I hereby grant First Command Educational Foundation permission to publish in print, electronic, or video format my likeness or image. This includes all media used throughout the work (including print, non-theatrical, home video, CD-ROM, internet, and any other electronic medium existing now or in the future), and the right to use and incorporate (alone or together with other materials), in whole or in part, photographs or video footage take of me as a result of my participation in the Foundation's programs or activities. I therefore release all claims against First Command Educational Foundation with respect to copyright ownership and publication, including any claim for compensation related to the use of said materials.

Agreed to and accepted this _____ day of _____ (month), _____ (year)

Name (print): _____ Signature: _____

Speaker Representation Agreement:

All speakers must meet the following criteria:

- Demonstrate good judgment.
- Abide by the "no solicitation" rule. You may not collect personal information from attendees for any reason, distribute business cards or advertisements, or recommend specific financial service providers or products during the presentation.
- Adhere to an objective, balanced treatment of all subject matter.
- Effectively deliver presentations and/or courses using materials and scripts provided by First Command Educational Foundation.
- Have extensive knowledge of the subject matter being discussed.
- Disclose current occupation and business and/or professional associations on biographical sketch and profile.
- Abide by requirements of **Department of Defense Instruction 1344.07** (Personal Commercial Solicitation on DoD Installations). At no time shall you solicit anyone for the purpose of selling or recommending any financial service or product, or any other service or product.
- Adhere to First Command Educational Foundation's **Code of Conduct** and **Conflict of Interest** policies (signed separately.)
- Comply with the **First Command Educational Foundation—Volunteer Opportunities and Ground Rules**. (First Command Financial Services Advisors must deliver the notification required in paragraph 5. a. of that document, also found in the FCFS Written Supervisory Procedures at Client Presentations/Group Presentations > First Command Educational Foundation Appearances.)

By signing below, I agree to adhere to the above criteria and to represent First Command Educational Foundation with integrity and professionalism at all times.

I understand that if my services as a speaker are no longer required, I will cease to represent First Command Educational Foundation immediately.

Agreed to and accepted this _____ day of _____ (month), _____ (year)

Name (print): _____ Signature: _____