

## **SUBMIT A PROPOSAL WORKSHEET**

*Use this worksheet to ensure you have everything needed to submit a proposal for a Geek Squad Academy event online. All proposals MUST be submitted in full online at [academy.geeksquad.com](https://academy.geeksquad.com).*

### **STEP 1: CONTACT INFORMATION**

Your First Name

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Your Last Name

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Your Email Address

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Your Phone Number

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Your Secondary Phone Number

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How did you hear about us?

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### **ORGANIZATION'S DECISION MAKER INFORMATION**

First Name

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Last Name

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Job Title

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Email Address

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Primary Phone

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Secondary Phone

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### **STEP 2: TELL US ABOUT YOUR ORGANIZATION**

Organization Name

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Mission Statement

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Does your organization have an existing volunteer relationship with Best Buy or Geek Squad? If yes, please describe.

Yes

No

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Does your organization have an existing funding relationship with Best Buy? If yes, please describe.

Yes

No

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### STEP 3: TELL US ABOUT YOUR FACILITY

Facility Name

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Facility Address

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Facility City

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Facility State

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Facility Zip

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#### FACILITY CONTACT INFORMATION (if different)

Facility Contact First Name

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Facility Contact Last Name

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Facility Contact Job Title

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Facility Contact Email

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Facility Primary Phone

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Facility Secondary Phone

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Is there a large room that can be locked/secured?

Yes

No

Is there internet access?

No

Wired

Wireless

Wired & Wireless

If yes, is the internet connection high speed?

Yes

No

*Not sure? Go to [www.GeekSquad.com/speedtest](http://www.GeekSquad.com/speedtest) and test your connection. If your download speed is under 1.5 Mbps, you do NOT have high speed.*

## STEP 4: TELL US ABOUT THE ROOMS THAT WILL BE AVAILABLE

Tell us about the classrooms and other rooms that will be available to use during the event Every Geek Squad Academy event is unique but here are some guidelines for what we are typically looking for.

- A larger room that will fit all participants for opening and closing ceremonies
- A larger room that will fit all participants for lunch
- A room for special larger group activities
- Classroom for each course offered (4) that accommodate at least 20 students, omit smaller rooms

*If you do not meet the minimum requirements, please continue with your submission. We will try to accommodate your request or may be able to make special arrangements and submitting is the first step.*

Room Details Room Type	Quantity	Capacity	Can it be locked/secured?	Specific Room #'s or Notes
Standard Classroom			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Standard Classroom			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Standard Classroom			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Standard Classroom			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Standard Classroom			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Standard Classroom			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Computer Lab			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Computer Lab			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Computer Lab			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Computer Lab			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cafeteria			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cafeteria			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Gymnasium			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Gymnasium			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Auditorium			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Auditorium			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

## STEP 5: TELL US A FEW MORE THINGS

How many volunteers/staff will be available to monitor students during the event?

- 5-10
- 11-15
- 16-20
- 20+

Who will provide lunch?

- Students will be bringing packed lunch
- The nonprofit will provide lunch
- A local vendor will be donating lunch

### STUDENT CENSUS

Min # of students expected to attend

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Max # of students expected to attend

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Expected Age Range of students to attend

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Note: Geek Squad Academy content is intended for children ages 10-18 and registration is restricted for children between the ages of 10 and 18.

### CHOOSE YOUR AVAILABILITY

To host an event, GSA will need access to the facility for 3 consecutive days. Day 1 will be our setup day, Days 2 and 3 will be the actual camp event, and on Day 3 the facility will need to be accessible after the event for breakdown. Please choose three weeks that are available. If you want the event to run on a Saturday and Sunday with Friday as a setup day, choose the Sunday of the week the event will start on.

**Choose dates between May 1st and August 31st.**

First Choice - Preferred Week of

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Second Choice - Alternative Week of

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Third Choice - Alternative Week of

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The dates entered for your preferred schedule may be unavailable. Please choose three different weeks so we can work to accommodate your request. If the camp dates requested are unavailable, a representative will contact you.

# THANK YOU

Please be sure to submit the proposal online at [academy.geeksquad.com/proposal](https://academy.geeksquad.com/proposal)