



Request for Approval Of Guest
Speakers

Name of Speaker _____

Topic _____

Class _____

Date of Appearance _____

Periods or Hours _____

Speaker's Qualifications _____

Requested By _____

Approved By _____
CEO

Approved By _____
Principal/Supervisor

Approval requests should be presented one week in advance to the Principal or Supervisor for any speaker. An outline of the speaker's presentation must accompany this request.

On the reverse side of this form is a listing of rules and regulations with which guest speakers must comply. The guest speaker must certify agreement to abide by the rules and regulations by signing the form prior to request for approval by principal/supervisor.



GUEST SPEAKERS
Rules and Regulations

A guest speaker is a person who is invited to speak or present any type of material in a classroom or to an authorized gathering for students. A guest speaker must be approved by the principal or supervisor prior to the event.

The topic covered by a guest speaker must be appropriate to the goals and purpose of the educational program and to the maturity level of the students, as decided by mutual agreement between the principal and the teacher/staff member in charge.

Any guest speaker must comply with appropriate rules and regulations:

- The use of inflammatory, intemperate, indecent, profane, or obscene words or statements is prohibited.
- The speaker or presentation must not discriminate or reflect adversely upon anyone because of their race, sex, gender, sexual orientation, color, creed, ability, national origin, ethnicity or ancestry.
- The advocating of religious doctrine by a guest speaker is prohibited, and guest speakers are prohibited from using the classroom/school forum to issue invitations to students to attend religious denomination-related events.
- The posting or distribution of flyers or other materials to students by a guest speaker without prior approval by the principal or designee is prohibited.

Violation of the above provisions by a guest speaker shall result in the immediate termination of the program by the school personnel in charge, and the guest speaker shall be requested to leave the premises/virtual meeting. The District policy and regulations shall apply in establishing the responsibility of the personnel in charge to terminate the program and request the speaker to leave the virtual meeting/in person meeting (if applicable).

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Speaker's Name _____ **Topic** _____

Please print

I hereby certify that I have read the foregoing rules and regulations for guest speakers and that I agree to abide by them.

Date

Guest Speaker Signature

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APPROVAL:

Date

Principal/Designee Signature