

## REQUEST FOR A GUEST SPEAKER

A guest speaker is a person who is invited to provide relevant material in a classroom or an authorized gathering of high school students. A guest speaker must be approved by the Instructional Supervisor or CTE Program Manager and Site Supervisor or designee prior to the event.

The topic presented by the 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 Instructional Supervisor or the CTE Program Manager and Site Supervisor, or designee, and the teacher in charge.

The use of inflammatory, intemperate, indecent, profane, or obscene words or statements is prohibited. The advocating of religious doctrine by a guest speaker is prohibited, and guest speakers are prohibited from using the classroom forum to issue invitations to students to attend religious denomination-related events.

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.

COURSE INFORMATION			
Name of Instructor		Date of Request	
Class(es)			

GUEST SPEAKER INFORMATION			
Speaker's Name			
Speaker's Title			
Company Affiliate			
Company Address			
Topic of Presentation			
Date of Presentation		Time	
Presentation Site		Room	
Comments:			
APPROVED BY SITE SUPERVISOR:    YES    NO			

APPROVALS		
<i>Please return this completed form to your supervisor no later than two weeks prior to guest speaker presentation.</i>		
INSTRUCTIONAL SUPERVISOR/CTE PROGRAM MANAGER <b>APPROVED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	INSTRUCTIONAL SUPERVISOR/CTE PROGRAM MANAGER SIGNATURE	DATE
EDUCATIONAL SERVICES EXECUTIVE DIRECTOR <b>APPROVED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	EDUCATIONAL SERVICES EXECUTIVE DIRECTOR SIGNATURE	DATE