

INSTRUCTION

Guest Speakers and Assemblies Authorization Form

Directions for planning staff member:

The staff member planning the guest speaker and/or assembly program and activities must complete the following form. The completed form must be presented for administrative approval at least one week in advance of the event/program

Name of Proposed Guest Speaker or Assembly: _____

Date of Proposed Guest Speaker or Assembly: _____

Purpose of Event: _____

Description of Program:

Planning staff member name/signature:

Directions for Authorizing Administrators:

The administrators authorizing the guest speaker, assembly programs, and assembly activities, must consider the following:

1. Is the content/program/activity aligned with the district’s instructional and educational program?
2. Is the content/program/activity aligned with Board policy, especially those pertaining to safety and behavior expectations for staff and students?
3. Is the content/program/activity age appropriate?
4. Does the content/program/activity avoid inhibiting or advancing religion?

Authorizing administrator #1 name/signature:

Authorizing administrator #2 name/signature:
