

## **Request Permission for guest speaker(s) for a club/activity**

Advisor(s) Name: \_\_\_\_\_

Club/Activity: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Time of day/Periods \_\_\_\_\_

Name of Speaker: \_\_\_\_\_

Organization affiliation: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Brief Description of the Subject/Topic of Presentation/Discussion and how it pertains to the goals of the club/activity (Attach additional page(s) as necessary **and** all materials that will be handed out to the students):

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Date Submitted: \_\_\_/\_\_\_/20\_\_\_ (requests must be completed at least 3 weeks before the planned speaker visit)

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I will be present for all interactions between this speaker and students during this scheduled visit and ensure compliance with Board of Education Policy 1240 - Visitors to the Schools.

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

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Final Approval:

Building Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

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