JOHN BURROUGHS HIGH SCHOOL

Guest Speaker Approval Form

Application Date: _____ **Date of Presentation:** _____

To: **Assistant Principal**

From: _____ _____

Employee Name | Department, Class, Club or Group

Guest Speaker / Presenter Information

Name: _____

Organization: _____

Address: _____

Phone: _____

Description of Presentation & Rational

Location of Presentation: _____ Time Duration of Presentation: _____

Topic of Presentation: _____

Part of Lesson: _____

Lesson Enhancement Rational: _____

Standard(s)/ESLR(s) Addressed in Presentation

Were students given permission slips? (Circle One) ☐ Yes ☐ No

Plan for Non-Participants:

Comments: _____

Approved **Not Approved**

_____ _____ _____ _____

Assistat Principal | Date

JOHN BURROUGHS HIGH SCHOOL

Guest Speaker Approval Form

Criteria for Requesting Guest Speaker / Presentation

- Content of presentation must be consistent with curriculum or club's objectives and goals as stated in syllabus/course expectations or consistent with equal access group's goals/purpose.
- Presenters may not solicit a product or request names/addresses of students for personal gain.
- Presentations by for-profit institutions (i.e.: FIDM, Art Institute) may address post-secondary educational needs and job opportunities for students interested in a career in the school's related field, but they must not promote the institution by which they are employed. Presentations from such institutions should be limited.
- Guests must follow guidelines as outlined by the BUSD Board Policy.
- All requests must be submitted to the Assistant Principal five (5) school days prior to any presentation.

Guest Speaker/Presenter Process

1. Request form submitted to Assistant Principal five (5) days prior to presentation. Signed approvals will be forwarded to the school receptionist. A copy will be returned to the teacher.
2. Teacher will meet guest speaker at the receptionist desk and escort them to and from the class,
3. The presenter/guest speaker reports to the receptionist on visitation day and is provided with appropriate visitation materials, guest pass, and directions to presentation area.
4. Guidelines must be articulated to the guest speaker by the coordinating teacher regarding professional dress, approved discussion topics, and appropriate student interactions.
5. No photography or videography of students, unless the proper permissions have been granted and student participation slips have been retrieved.
6. All guests must be supervised by a certificated staff member through the entire duration of the visit.
7. The presenter/speaker must sign out with the receptionist at the conclusion of their final presentation.