



GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

1360 TANYARD ROAD • DEPTFORD TOWNSHIP • SEWELL, NEW JERSEY 08080
856-468-1445 • FAX 856-468-1035

Dr. Susan Heiken
Superintendent

Dr. Sybil Girard
Principal

Dr. Daniel Uszaki
Assistant Principal/Athletic Director

GLOUCESTER COUNTY INSTITUTE OF TECHNOLOGY GUEST SPEAKER / PROGRAM VISITOR APPROVAL

1. PURPOSE

The purpose of this policy is to establish clear guidelines for the approval of guest speakers, alumni visitors, community professionals, and external presenters who wish to address students, teams, or school groups within the Gloucester County Institute of Technology (GCIT).

Guest speakers can provide valuable educational, motivational, and career-related insights that enhance student experiences while ensuring appropriate oversight, safety, and alignment with the mission of GCIT.

This policy outlines:

- The approval process for guest speakers
- Appropriate visitor expectations
- Board notification and documentation procedures
- Student supervision requirements

All guest speakers must support the educational mission and values of GCIT.

2. GENERAL GUIDELINES

1. All guest speakers must be approved by GCIT Administration prior to visiting the school.
2. Guest speakers must be supervised by a GCIT staff member at all times while on campus.
3. Presentations must be appropriate for a school environment and aligned with GCIT educational or extracurricular programs.
4. Guest speakers may not promote political campaigns, religious recruitment, commercial sales, or inappropriate content.
5. Any media recording, photography, or public promotion must comply with GCIT district policies.
6. Guest speakers may be alumni, community professionals, collegiate athletes, industry leaders, or former students invited to provide mentorship, educational insight, or encouragement.

3. BOARD OF EDUCATION APPROVAL LANGUAGE

The following language may be used for Board of Education agenda approval:

Guest Speaker Approval

Approve the request for the following individual(s) to serve as a guest speaker for GCIT students:

Name: _____

Affiliation/Organization: _____



GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

1360 TANYARD ROAD • DEPTFORD TOWNSHIP • SEWELL, NEW JERSEY 08080
856-468-1445 • FAX 856-468-1035

Dr. Susan Heiken
Superintendent

Dr. Sybil Girard
Principal

Dr. Daniel Uszaki
Assistant Principal/Athletic Director

Relationship to GCIT: _____
Anticipated Date of Visit (at least 60 days out from initial notice): _____
Program/Team/Class: _____
Supervising Staff Member (TBD by GCIT): _____
Purpose of Visit:

The guest speaker will provide educational, motivational, or experiential insights to GCIT students related to academics, athletics, career pathways, or leadership development. There is **no cost to the district** for this guest speaker unless otherwise noted.

4. ALUMNI SPEAKER OPPORTUNITIES

GCIT encourages alumni engagement as part of student mentorship and school pride initiatives. Alumni guest speakers may:

- Address current student-athletes or club members
- Share collegiate or career experiences
- Provide leadership or motivational messages
- Participate in practice visits or team meetings
- Offer networking or mentorship opportunities

All alumni speakers must still follow the approval and supervision guidelines outlined in this policy.

5. LIABILITY AND SUPERVISION

1. Guest speakers are visitors to the school and must sign in through the main office and follow all GCIT visitor protocols.
2. Guest speakers may not be left alone with students without a GCIT staff member present.
3. Speakers participating in athletic practices must follow safety and facility guidelines established by the coaching staff.

6. COSTS OR HONORARIUMS

Most guest speakers are volunteer presenters. If an honorarium or travel reimbursement is requested, it must be approved in advance through the district business office and included in the Board agenda.

7. SAMPLE BOARD APPROVAL (EXAMPLE)

Approve the request for **INDIVIDUAL NAME (GCIT Class of X, former GCIT Program Affiliation)** to attend X to speak with current student-athletes regarding leadership, team culture, and alumni experiences.

This visit will take place under the supervision of the GCIT Golf Coach and will occur during a scheduled team practice. There is no cost to the district.



GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

1360 TANYARD ROAD • DEPTFORD TOWNSHIP • SEWELL, NEW JERSEY 08080
856-468-1445 • FAX 856-468-1035

Dr. Susan Heiken
Superintendent

Dr. Sybil Girard
Principal

Dr. Daniel Uszaki
Assistant Principal/Athletic Director

8. ADMINISTRATIVE APPROVAL PROCESS

Requests for guest speakers should be submitted to:

GCIT Administration / Athletic Director / Program Supervisor

Requests should include:

- Speaker name and affiliation
- Purpose of visit
- Date and location
- Supervising staff member

Final approval will be submitted to the Board of Education when required.

GCIT reserves the right to approve, modify, or deny guest speaker requests based on scheduling, student safety, and alignment with district policies.