
Requests must be presented to the Principal in writing, at least fourteen (14) days prior to the planned starting date. Activities and speakers should be planned in keeping with District Goals and help students better accomplish the learning standards.

Staff Member Information

Name: _____

Building/Department: _____

Guest Speaker Information:

Speaker Name: _____

Speaker Qualifications: _____

Activity/Event Information:

Date of Event: _____

Time the speaker will arrive and depart: Arrive _____ Depart _____

Cost of the speaker: _____

Location of the speaker: _____

Technology Needs: _____

Purpose of the activity: _____

The students for whom the activity is planned: _____

Approximate number of students participating: _____

The total number of hours and duration of the speaker: _____

How does the speaker's presentation relate to the student learning objectives and course curriculum:

How will students utilize the information provided by the speaker:

How will you evaluate/assess the students' learning associated to the speaker's presentation:

(Staff Signature)

(Date)

(Principal Signature)

(Date)

(Superintendent Signature)

(Date)