



Banning High School Guest Speaker Request Form



Processing Steps

1. Complete Guest Speaker Request Form.
2. Completed request form submitted to Principal's Secretary (minimum of 10 business days prior to the requested speaking date(s)).
3. Request form is reviewed by the Principal/Designee for approval prior to activity.
4. A copy of the approved/denied request form returned to requesting staff member.

Supervising Teacher(s): _____ Date: _____

Course(s)/Department: _____ Room: _____

Semester(s) requested: (check one) Semester One Semester Two

Requested date(s): _____ School year: _____

Requested guest speaker(s): _____

Purpose of guest speaker visit: _____

Guest Speaker(s) Qualifications and Affiliations

Current employer(s): _____

Current position/Job title: _____

Other qualification(s): _____

Master Agreement

I will assume the responsibility for orienting the speaker as to the age level and maturity of pupils, the District's policies regarding political and controversial issues, code of civil conduct, and decorum used while a guest on the Banning High School campus.

This contract is made between Banning High School and the individual named above for instructional support services (guest speaker presentation) for the course identified above.

I have carefully read and understand the terms of this agreement and hereby agree to all the conditions herein.

Supervising Teacher Signature _____ Date: _____

SCHOOL OFFICIAL VERIFICATION

(Office Use Only)

Principal's Secretary Signature: _____ Date received: _____

Administrator Signature: _____ Date: _____

Guest Speaker Approved or Denied: