

ADMINISTRATIVE REGULATION

APPROVED: September 13, 2016

REVISED:

CENTENNIAL SCHOOL DISTRICT

131-AR-0. GUEST SPEAKERS FOR THE INSTRUCTIONAL PROGRAM

Request For Approval Of Guest Speaker(s)

Any staff member planning to utilize the services of a guest speaker shall obtain permission from the principal. The principal shall make a decision at least one (1) week prior to the date.

Requests shall be submitted to the principal at least two (2) weeks prior to the proposed presentation date.

The approval of the request shall be based on the following:

1. Educational value and relevance of the presentation to the curriculum;
2. Establishment of time limitations for the presentation;
3. Financial ability of the school to meet an honorarium request, if applicable; and
4. Agreement of the speaker to comply with the following guidelines:
 - a. The topic shall be preapproved by the principal and the principal's supervisor.
 - b. The speaker shall supply references and/or qualifications upon request.
 - c. Materials may be distributed only with the prior approval of the principal.
 - d. Direct solicitation of students is prohibited.
 - e. All applicable Board policies.

CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: September 13, 2016

REVISED: April 17, 2018

131-AR-1. REQUEST FOR OUTSIDE SPEAKER

All requests must be submitted to the principal at least two (2) weeks prior to the date of the program.

Today's Date: _____

Teacher: _____

School: _____

Name (s) of Speaker(s): _____

Organization: _____

Presentation Date: _____

Presentation Time (start to finish): _____

Topic and Details: _____

Honorarium, if applicable: _____

The principal shall make a decision at least **one (1) week** prior to the date of the program.

FOR PRINCIPAL'S USE ONLY

Approved: Denied:

Principal's Signature: _____

Date: _____

Please send a copy electronically to The Director of Teaching & Learning and return the original to the teacher.