

# Canyon High School

## Guest Speaker Approval Form



Pursuing Excellence in Every Endeavor

Application Date: \_\_\_\_\_ Date of Presentation: \_\_\_\_\_

To: Assistant Principal, Curriculum

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

\_\_\_\_\_  
Department Coordinator or Advisor Signature Date

\_\_\_\_\_  
Assistant Principal, Curriculum Date

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### 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.
- Controversial issues must follow guidelines as outlined by the OUSD Board Policy.
- All requests must be submitted to the Assistant Principal, Curriculum five (5) school days prior to any presentation.

### Guest Speaker/Presenter Process

1. Request form submitted to Assistant Principal of Curriculum, five (5) days prior to presentation. Signed approvals will be forwarded to the school receptionist. A copy will be returned to the teacher.
2. Receptionist will prepare a parking sticker and guest pass for the guest speaker.
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 presentations must be supervised by a certificated staff member through the entire duration of the presentation.
7. The presenter/speaker must sign out with the receptionist at the conclusion of their final presentation.