

REGULATION FOR GUEST SPEAKERS

Established and officially recognized student organizations may invite outside guest speakers to address their groups, provided they have obtained approval of the director or the director's designee. A written request for approval must be submitted by the president or chairperson of the organization to the director or the director's designee at least three weeks prior to the proposed date. Requests must contain a biography of the speaker and a topic for the speech as set out in the form provided.

In reviewing request for approval, the director or the director's designee shall base his/her decision on the following factors: (1) the age and maturity levels of the audience; (2) whether the event is during or after school hours; (3) whether student attendance is voluntary or mandatory; (4) the reaction of similar audiences to this speaker; (5) whether the proposed speaker would constitute a clear and present danger to the orderly operation of the institution; (6) the subject matter of the speech and its educational value; and (7) compatibility with the normal school routine.

Within one week, or as soon as reasonably possible after receipt of the request, the director or the director's designee shall notify the student group of his/her decision. Should the request be denied by the director's designee, the student group may, by written request, seek review by the director. The decision from such review shall be supplied at the earliest practical date.

In the event the approved speaker is unable to keep the engagement, another speaker may be substituted only by following the procedures outlined above. In such case, the three weeks advance notice provision may be waived at the discretion of the director or the director's designee.

Where the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall immediately inform the director or the director's designee in writing. The director or the director's designee may, in his discretion, require that the meeting be chaired by a member of the administration or faculty, and he may further require a statement to be made at the meeting that the views presented there are not necessarily those of the school, the school system, or the sponsoring group.

Refer to "Application for Approval of Guest Speaker, on page 2 of this policy"

Adopted: October 17, 2019

Amended: August 19, 2021

APPLICATION FOR APPROVAL OF GUEST SPEAKER

I. Sponsoring Organization

Date, Time and Place of Talk_____

Composition of Audience_____

Approximate Size of Audience_____

The Organization's Purpose in Holding This Event_____

II. Proposed Speaker:

Name_____

Address_____

Education_____

Topic of Talk_____

Speaker's Experience in Area Related to Topic_____

Speaker's Recent Appearances Before Similar Groups_____

NOTE: Please Attach a Biography of Proposed Speaker

III. Special Comments:

1. By student leader of sponsoring organization

Signature Date

2. By faculty sponsor

Signature Date

3. By director or director's designee

Signature Date