

## **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 executive director or the executive director's designee. A written request for approval must be submitted by the president or chairperson of the organization to the executive director or the executive 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 executive director or the executive director's designee shall base their 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 executive director or the executive director's designee shall notify the student group of his/her decision. Should the request be denied by the executive director's designee, the student group may, by written request, seek review by the executive 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 executive director or the executive 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 executive director or the executive director's designee in writing. The executive director or the executive 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 the Proposed Speaker

**III. Special Comments:**

1. By a student leader of the sponsoring organization

\_\_\_\_\_  
Signature Date

2. By faculty sponsor

\_\_\_\_\_  
Signature Date

3. By the executive director or the executive director's designee

\_\_\_\_\_  
Signature Date