

Regulation 0901-20

Outside/Community Speakers - Request Form and Process

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The following form and subsequent processes will be used for all outside/community speaker requests. A fillable form is located in the employee portal.

OUTSIDE DISTRICT/COMMUNITY SPEAKER REQUEST FORM

Per policy 0901.20

Staff representative(s) ___ Date _____

Target audience ___ Approx. # of participants _____

Name of speaker(s) _ Email ___

Organization affiliation (if relevant) _ Phone _____

Topic/Name of presentation ___

Date(s) of visit ___ Time(s) _____

Explain how this presentation aligns with the WASD's curriculum. Include specific standard(s):

Requirements

- The staff representative and administrator will conduct a full review of all lesson plans, presentations, materials, handouts, scripts, text, videos, flyers, etc.
- If considered a “controversial topic” (including any social emotional learning, well-being, sexual, or medical-based topics), the building administrator will contact the Chief Academic Officer for additional guidance prior to approval. Per policy 0901.20, a controversial topic is one in which there is a clearly recognized community division.
- A staff representative will be present during the entire presentation.
- The presentation will have a minimal impact on instructional time.

Return this form and the required materials to your Building Administrator a minimum of 2 weeks prior to event.

Administrative Action Area

- Speaker Approved []
- Speaker Not Approved []

Comment (optional):

Administrator Signature: ____ Date: ____

Regardless of approval, an original copy will be filed with the building administrator and a copy sent to the Chief Academic Officer
