

# Regulation 1001.20-AR-01 Outside/Community Speakers - Request Form and Process

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 1001.20

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 1001.20, 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.***

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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***

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