## FILE

**Procedure: Community Resource Persons**

1. Request form
   1. Northwest Suburban Integration School District staff planning to use a guest speaker as a resource will submit, in duplicate, a Guest Speaker Request Form to the Executive Director at least ten (10) business days **prior to extending an invitation to a speaker**.
2. Denial Procedure
   1. The Executive Director may reject a guest speaker upon determination:
      1. The presentation is not relevant to the subject matter of the group or participants.
      2. The speaker is not qualified.
      3. The speaker’s presentation would be logically impractical for reasons such as cost.
      4. The NWSISD staff member has not followed procedure in requesting a speaker.
      5. If one side of a controversial issue is presented; the NWSISD staff member has failed to provide evidence that other views of the issue will be adequately addressed or presented to the participants through other speakers, materials, films, books, or other media.
      6. In the case of a guest speaker for student participation, the speaker is inappropriate to the chronological, intellectual, or emotional development of the students.
   2. In the event the Executive Director denies a request for a guest speaker, the speaker will not be invited to address the participants.
3. Permissible Materials
   1. Guest speakers will be permitted to hand out information to participants subject to prior approval by the Executive Director. The NWSISD staff member extending the invitation is to acquire the materials and submit them to the Executive Director along with the “Guest Speaker Request Form”. NWSISD staff are accountable to the Executive Director to demonstrate that all written or printed materials and handouts provided to participants by guest speakers are related to the subject matter presented and are consistent with the general educational goals of NWSISD.

## FILE

## Guest Speaker Request Form

## Please complete and submit to the Executive Director. Allow at least ten (10) business days to review your request.

|  |  |  |  |
| --- | --- | --- | --- |
| **NWSISD Staff Name:** |  | **Topic:** |  |
| |  |  |  |  | | --- | --- | --- | --- | | **Course/Curriculum Area (if applicable):** |  | **Grade Level:** |  | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Speaker Name:** |  | **Speaker Phone #:** |  | | |  |  | | --- | --- | | **Organization Represented  (If applicable):** |  | | | | |  |  |  |  |  | | --- | --- | --- | --- | | **Presentation Date:** |  | **Presentation Time:** |  | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Fee, if any:** |  | **Budget Code:** |  | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **How many times will the speaker be presenting?** |  | **\_\_\_\_\_\_** |  | **One time event** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Is speaker’s Bio attached?** |  | **Yes** |  | **No** | | | | |
|  | | | |
|  | | | |
| Presentation Information | | | |
| **Objectives of Presentation:**   |  |  |  | | --- | --- | --- | | 1. |  | | | 2. |  | | 3. |  |  |  |  |  |  | | --- | --- | --- | --- | | **Northwest Suburban Integration School District, along with its eight member districts, requires that speakers present both sides of any controversial issue. If presenting on a controversial issue, how will both sides of the topic be presented?**   |  |  | | --- | --- | |  |  | |  | | | | |
| Administration Action | | | |
|  | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Speaker approved?** |  | **Yes** |  | **No** |  |  |  |  |  | | --- | --- | --- | --- | | **Reason for denial:** |  | | | | **Executive Director Signature:** |  | **Date:** |  | | | | | |