

Series **300** **Instruction**
Section **350** **Extended Instructional Programs**
Policy **353.2F** **Outside Speakers and Programs Form**

Outside Speaker Form

Speaker's Name _____

Organization _____

Address _____

Phone _____

Title of Presentation _____

Teacher or School Contact _____

Date of Presentation _____

Location of Event _____

Length of Program _____

Targeted Audience _____

Brief Description of Purpose of Presentation _____

Fee (if any) _____

Social Security or tax number if fee is involved _____

Equipment Needed _____

What (if any) handouts will be given? (Must be submitted for approval and duplication, if necessary, prior to presentation date.) _____

Cross Reference: #353.2-Outside Speakers and Programs; #353.2G-Outside Speakers and Programs Forms Guidelines