CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

GUEST SPEAKER APPLICATION

(To be completed by classroom teacher)

Administrative Regulation 6145.8 states that guest speakers must be approved by the school principal or designee. This includes guest classroom presenters, speakers at assemblies, and career-day type guest speakers. The completed forms should be submitted to the principal two weeks prior to the date the guest speaker will be on campus. All applications should be kept on file at the school site.

To be completed by teacher:

Guest Speaker Name:_____

Affiliation:_____

Address:_____ Phone Number: _____

Social Media Handles: _____

Background/Qualifications of Guest Speaker: _____

_____

Date of Presentation: _____Teacher(s): _____Location: _____

Number of Students: _____ Time/Class Period(s): _____Grade Level: _____

Topic of Presentation: _____

Instructional Material to be used or Distributed: _____

_____

Main Points of Presentation: _____

_____

Instructional Objectives of Speaker (How does the speaker address goals and objectives outlined in course outline and curriculum?): _____

_____

Content/Curriculum Standards Addressed: _____

_____

Instructional Objectives of Speaker (How does the speaker address goals and objectives

outlined in course outline and curriculum?): _____

Reference Verification/Background Check Completed: ▢ by _____

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GUEST SPEAKER VERIFICATION

(To be completed by guest speaker and site administrator)

To be completed by guest speaker:

I, _____, verify that all of the information I have given to the principal/teacher of _____ is accurate.

References Attached ▢

Excluding minor traffic violations, have you ever been convicted of a crime? ▢ Yes ▢ No

If yes, please explain _____

I verify that I will not advertise any of my private enterprises to students or teachers, and I will not espouse my personal religious beliefs, or my political, economic, or social viewpoints.

▢ Yes ▢ No

Signature of Guest Speaker _____ Date_____

To be completed by site administrator:

Google Search and Professional Social Media Accounts with Usernames/Handles Reviewed by Site Administrator: (Facebook, Instagram, X, LinkedIN): ▢ Yes

Signature of Principal Indicates Approval: _____Date:_____