



Guest Speaker Approval Application

Clear Form

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

FCPS Form 300-12F
[Regulation 300-12](#)
September 2023

The Board of Education supports the use of guest speakers in the schools for curriculum enrichment. Presentations by guest speakers may be used to supplement the curriculum materials to help achieve the goals and objectives expressed in the curriculum guidelines and courses of study.

Please complete and submit this application at least two weeks prior to the scheduled date of the guest speaker.

Staff Member(s) Making Request

Last name: _____

First name: _____

Last name: _____

First name: _____

Last name: _____

First name: _____

Proposed Date(s) of Presentation: _____

Location of Presentation: _____

**If the guest speaker is visiting a course, complete Part A.
If the guest speaker is visiting for another reason, complete Part B.**

Part A

List the course(s) where the speaker will present:

How does the guest speaker supplement the curriculum?

Part B

List other school-based presentations:

How does the guest speaker support the school's mission and/or School Improvement Plan?

Topic of Presentation

Name, Title, Organization, and Contact Information of Guest Speaker(s):

Name

Title

Organization

Address

Phone Number

Name

Title

Organization

Address

Phone Number

Requests for guest speaker(s) to speak at an individual school should be sent to the building-level administrator.

Request for guest speaker(s) to speak at multiple schools should be submitted to:
community.materials@fcps.org.

Approved Denied

By: _____

Date: _____