Guest Speaker Approval Application

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

Form # 300-12F
May 2024

Clear Form

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 <u>at least two weeks prior</u> to the scheduled date of the guest speaker.

Staff Member Making Request

Proposed Date of Guest Speaker   Proposed Time(s)

Estimated Number of Students Attending

Name of School

Location for the Presentation (i.e., classroom, auditorium) _____

Guest Speaker Name

Title   Organization

Phone   Email

Topic of Presentation

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

How does the speaker supplement the curriculum?

Name of staff member(s) present
Note: a staff member must be present the entire time

List any other school-based presentations
If there is any variation from the course(s) listed above

If the speaker is giving a school-based presentation, how does it support the school's mission and/or the School Improvement Plan?

Type of Activity

☐ Classroom Visit   ☐ Assembly   ☐ Athletics

☐ Organized by Central Office   ☐ Other [_____]

☐ Virtual

☐ Guest speaker has shared materials as part of the review process.

☐ Staff member making the guest speaker request has reviewed the materials.

Signature of staff member [_____]

☐ Guest speaker has been informed that materials shared with students need to be age and developmentally appropriate for students.

Requests for guest speakers to speak at an individual school should be sent to the building level administrator.

Requests for guest speakers to speak at multiple schools should be submitted to community.materials@fcps.org.

☐ Approved   ☐ Denied   If denied, provide explanation [_____]

Principal/School Administrator _____ Date _____