



GUEST SPEAKER APPROVAL FORM

Instructions: All potential guest speakers to attend Academy classes must be pre-approved by the Department Director. Submit one form (PLEASE PRINT) for each proposed Guest Speaker with their curriculum vitae/resume attached.

INSTRUCTOR NAME: _____

COURSE NUMBER: _____ SECTION NUMBER: _____ DAY: _____ TIME: _____

COURSE NAME: _____

SEMESTER: _____ YEAR: _____

DATE OF CLASS TO BE ATTENDED BY GUEST SPEAKER: _____

LOCATION OF CLASS: Building _____ Room# _____

GUEST SPEAKER NAME: _____

GUEST SPEAKER TOPIC FOR CLASS: _____

INSTRUCTOR'S SIGNATURE: _____

DEPARTMENT DIRECTOR APPROVAL: _____

(Signature required)

DATE: _____

(Once the above Guest Speaker has made their appearance, an "Independent Contractor" form must be filled out by the Instructor, Guest Speaker, and signed by the Department Director. The "Independent Contractor" form must be submitted to the Accounts Payable department for payment within 3 days of the Guest Speaker's appearance. An "Independent Contractor" form may be obtained from your Department Administrator.)