



Guest Speaker Approval Application

Allegany County Public Schools

108 Washington Street

Cumberland, Maryland 21502

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 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 additional presentation other than 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
- ☐ Organized by Central Office
- ☐ Virtual
- ☐ Assembly
- ☐ Athletics
- ☐ Other (If other, please explain.) _____

☐ 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-appropriate and developmentally appropriate for students.

Requests for guest speakers to speak at multiple schools should be submitted to each individual school for principal approval.

☐ Approved ☐ Denied*

*If denied, provide explanation

Principal/School Administrator _____ Date _____