

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

REQUEST FOR UNPAID and PAID GUEST LECTURER/SPEAKER

NAME OF EVENT or CLASS:

GUEST NAME

DATE

- 1) All requests for UNPAID and PAID Guest Lecturers/Speakers must be made by completing this form and submitting it to the Division Dean or Department Manager, Department Chair, and Executive Cabinet Member.
- 2) It is recommended that arrangements with the Guest Lecturer/Speaker not be finalized until approval has been obtained.
- 3) The request should be submitted at least three (3) weeks in advance of the scheduled lecture / speech.
- 4) **IF UNPAID** - The office of the Executive Cabinet Member, as the last approver, will forward the fully executed version of this form to Human Resources for inclusion of the Guest Lecturer/Speaker as a volunteer on the Personnel Schedule of the Board Agenda.
- 5) **IF PAID**, please contact Business Services – Contracts and Procurement for assistance in completing a Guest Lecturer / Speaker Agreement.
- 6) **NOTE: All Guest Lecturers/Speakers must have a District employee present at all times during the Guest Lecturer presentation. If the presentation occurs during a class session, an instructor of record must be present for the duration of the presentation.**

INITIATOR INFORMATION

Initiator Name / Title	
Initiator Contact / Phone#	
Initiator Department / Course Title & Section #	
Date / Time / Semester	
Location : Building /Room Number for Speech	
Payment Amount / Budget Code (if PAID)	

PLEASE EXPLAIN THE SPECIAL EXPERTISE AND TOPIC THIS GUEST LECTURER/SPEAKER OFFERS IN THE BOX BELOW.

THE FOLLOWING ARE NOT ALLOWED ON CAMPUS: INCLUDING BUT NOT LIMITED TO: ANIMALS (WITH THE EXCEPTION OF SERVICE ANIMALS), WEAPONS, ALCOHOL, and HAZARDOUS MATERIALS.

GUEST LECTURER/SPEAKER INFORMATION

Name	
Address	
Phone	
Email	

→→REQUIRED SIGNATURES←←

All Guest Lecturers/Speakers require Board Ratification/Approval and signature authorizations below

*Initiator	Date
* Initiator will ensure Guest Lecturer / Speakers comply with all District Policies and Procedures.	
Department Chair	Date
Division Dean/ Department Manager	Date
Executive Cabinet Member	Date