

# CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

## GUEST SPEAKER APPLICATION

(To be completed by classroom teacher)

All requests for guest speakers must be approved by the school principal or designee. This includes guest classroom presenters, speakers at assemblies, and career-day type guest speakers. The completed forms should be submitted to the principal two weeks prior to the date the guest speaker will be on campus. All applications should be kept on file at the school site.

Guest Speaker Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Background/Qualifications of Guest Speaker: \_\_\_\_\_

\_\_\_\_\_

Date of Presentation: \_\_\_\_\_ Teacher(s): \_\_\_\_\_ Location: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Time/Class Period(s): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Topic of Presentation: \_\_\_\_\_

\_\_\_\_\_

Instructional Material to be used or Distributed: \_\_\_\_\_

\_\_\_\_\_

Summary of Main Points of Presentation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructional Objectives of Speaker (How does the speaker address goals and objectives outlined in course outline and curriculum?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Content/Curriculum Standards Addressed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

## GUEST SPEAKER VERIFICATION

(To be completed by guest speaker)

Topic of Presentation: \_\_\_\_\_

\_\_\_\_\_

Instructional Material to be used or Distributed: \_\_\_\_\_

\_\_\_\_\_

Summary of Main Points of Presentation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Background/Qualifications of Guest Speaker: \_\_\_\_\_

\_\_\_\_\_

Instructional Objectives of Speaker (How does the speaker address goals and objectives outlined in course outline and curriculum?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, verify that all of the information I have given to the principal of \_\_\_\_\_ School is accurate and reflective of my qualifications to make a presentation to the students of the Capistrano Unified School District.

\_\_\_ References Attached

Excluding minor traffic violations, have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No

I verify that I will not advertise any of my private enterprises to students or teachers, and I will not espouse my personal religious beliefs, or my political, economic, or social viewpoints.

\_\_\_\_\_  
Signature of Guest Speaker

\_\_\_\_\_  
Date

Reference Verification/Background Check Completed: \_\_\_ by

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Signature of Principal Indicates Approval

\_\_\_\_\_  
Date