



## **Check List for Schools/Staff Engaging Guest Speakers**

1/25/19

Guest speakers are valuable resources for Forsyth County students and staff. To ensure that learning goals are achieved for all students, staff members that invite guest speakers are encouraged to use the check list below.

Students may not be excused from class to serve as a guest speaker at another school unless approved by their principal or the principal's designee.

- What are the speaker's qualifications? Do they have a safe online/social media presence?
- Have they spoken at other schools? If so, has the inviting staff member followed up with a reference who has seen the presentation?
- Has the principal or the principal's designee approved the guest speaker?
- How is the presentation aligned to the curriculum/standards?
- What is the purpose of the presentation and the learning outcomes?
- How will the presentation be evaluated for achieving those outcomes?
- What instructional or coaching follow-up will be done with the students and by whom?
- Which school staff member will be present with the guest while speaking (note: this is a requirement)?
- Have the presentation and/or handouts been reviewed and approved by the inviting staff member?
- Do parents/guardians need to be informed of the presentation (sex, drugs, alcohol, relationships, evolution, etc.) and if so has this happened and by whom?
- Has the inviting school system employee and guest speaker read and signed the Agreement and Guidelines for Guest Speakers?



## Agreement and Guidelines for Guest Speakers

1/25/19

- ✓ The qualifications of guest speakers must be reviewed by FCS staff.
- ✓ The principal or the principal's designee must approve all speakers.
- ✓ Presentations and/or handouts must be aligned to FCS curriculum/standards and be approved by the inviting staff member.
- ✓ Information presented must be accurate and factual. Presentations may not discriminate and must be inclusive. Campaigning and proselytizing are not permitted.
- ✓ Except for school-sponsored fundraising events, the promotion of a business, the distribution of advertising, or the collection of students' names and contact information is not permitted.
- ✓ Appropriate attire, language, and behavior are required.
- ✓ Visiting speakers should understand that their presentation will be brought to an early end if the content proves unsuitable.
- ✓ Guest speakers must check in at the school's main desk with a government issued photo ID, always wear a visitor's badge and be accompanied by a staff member.
- ✓ Guest speakers may not invite members of the media or other guests to the presentation.
- ✓ Photographing, audio recording and videotaping students is not permitted.

I have read these guidelines and agree to abide by them:

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*Title(s) of Presentation*

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*Guest Speaker's Website, Blog, Facebook, Twitter, Instagram, YouTube, etc.*

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*Guest Speaker's Name*

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*Inviting Staff Member's Name*

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*Guest Signature and Date*

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*Staff Signature and Date*