

MIAMI SOUTHRIDGE SENIOR HIGH SCHOOL GUEST SPEAKER / SPECIAL PRESENTATION REQUEST

(MUST BE SUBMITTED ONE (1) WEEK IN ADVANCE)

Employee: _____ **Title/Department:** _____

SPEAKER/PRESENTER INFORMATION

Speaker/Presenter Name: _____

Organization: _____

MDCPS Employee or Volunteer #: _____

Topic of Presentation: _____

NOTE: The Jessica Lunsford Act requires that all speakers/presenters be registered as a MDCPS volunteer. They can register at www.engagemiamidade.net Clearance for Level 1 volunteers typically takes 3 days.

DATE OF PRESENTATION	TIME OF PRESENTATION	LOCATION OF PRESENTATION	TARGET AUDIENCE

NOTE: The teacher hosting the visitor must have each student attending the presentation complete Form 2424, **The Supplemental Programs Permission Form**. The teacher is responsible for maintain these forms for one year from date of event.

After securing your Department Head's signature, this form is to be submitted to the Activities Office for signatures and final approval.

A signed copy of this form will be returned to you upon approval

DEPARTMENT HEAD SIGNATURE: _____

Employee/Volunteer # verified **Yes** **No**

ACTIVITIES DIRECTOR SIGNATURE: _____

ADMINISTRATOR SIGNATURE: _____