

\_\_\_\_\_ Date Received  
Student Activities Use Only



**Miami Carol City Senior High School**  
**Community/Guest Speaker's Application**  
**Submit five (5) days in advance**

Please attach a copy of your lesson plan(s) and submit to the Activities Director. All guest speakers must:

1. Show a form of ID and sign in at the front desk
2. Report to the Student Activities Office prior to entering your class
3. Be escorted to the Student Activities Office after the presentation
4. Sign out prior to leaving the building.

Date of Request \_\_\_\_\_

Teacher \_\_\_\_\_ Room Number \_\_\_\_\_

Subject \_\_\_\_\_

Speaker \_\_\_\_\_

Agency \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Date(s) of Presentation \_\_\_\_\_

Time \_\_\_\_\_ Period(s) \_\_\_\_\_

**Explain how this presentation relates to the lesson being taught.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Curriculum Leader \_\_\_\_\_

=====

\_\_\_\_\_  
Activities Director Signature Date Principal/ Delegate Signature Date

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Reason \_\_\_\_\_