

## Mira Costa High School Notification of a Guest Speaker

Submit this notification to the subject area administrator for approval prior to making any commitment to the speaker. Ask the speaker to report to the Main Office upon arrival.

Date: \_\_\_\_\_

Name of Speaker:	Position:	
Organization speaker represents:		
Address:		
Phone:		
Schedule of Presentation:		
Class(es):	Periods:	Date(s):
Speaker's Topic:		
Relationship of topic to Standards:		
Speaker's Purpose:		

Fee required \_\_\_\_\_ yes \_\_\_\_\_ No Amount \_\_\_\_\_ Budget Account \_\_\_\_\_

I certify that I have discussed the District policies governing "Controversial Issues" (Board Policy 61222) with the speaker and he/she understands and agrees to abide with the provisions of the policies.

Approval: \_\_\_\_\_ Teacher's signature \_\_\_\_\_

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### Teacher Evaluation of Speaker (Brief Statement)

Submit this evaluation of the speaker to the subject area administrator within three days following the presentation.

1. How effectively did speaker achieve his purpose? **Most Effectively** **Effectively** **Less than Effectively**  
Comment:
  
2. Would you recommend speaker to be invited to return?