



Guest Presenter Clearance Form

If the presentation is ministry-related and/or purports to speak on behalf of the teaching of the Catholic Church, please use the [CLEARANCE OF LAY PRESENTERS](#) form and submit to the Chancellor's office at least 4 weeks prior to the event. More information is available on the DOSP website.

If the presentation is secular and informational (career choice speaker, subject matter expert, etc.), please fill out the form below, including requisite signatures, and submit to your school office at least two weeks in advance. All guests who have not completed Safe Environment training must be accompanied while in the company of children.

1. Guest Presenter:

Name:

Address:

Email:

Phone:

2. Guest Presenter area of expertise/topic of presentation:

3. Inviting School:

4. Requested by:

Name:

Position:

5. Reason/Event/Length of Presentation:

6. Grade level of students who will attend presentation:

7. Event:

Date:

Location:

8. Cost associated with presentation? YES NO

If yes, please list the fee

9. Guest Presenter is known in the school community? YES NO

a. Parent/Relative of current student

b. Alumni

c. Friend of School Employee

d. Other (please specify)

10. If "NO" to #9, please list credentials and/or referring party.

Signature of Principal _____

Signature of Pastor (Parochial Schools) _____

Signature of Superintendent/Assoc. Superintendent (Diocesan Schools/High Schools) _____

Please keep this form on file for one year after the date of the presentation.