



School Volunteer Program
Request for Speaker

*****Please allow 3-4 weeks to process request!!*****

*****New requirement! Please submit all request by September 30.*****

If requests are received after this date, it may not be possible to fill them.

Upon completion: please return form to the School Volunteer Office via:

- EMAIL as an attachment to Sammie Johnson at speakersbureau@gm.sbac.edu (Preferred Method)
- TRUCK MAIL to the Horizon Center
- FAX to 844-828-3505

Teacher: _____ School: _____

Best time to reach teacher: (Planning) _____ (Other) _____

Best way to reach teacher: Phone/Cell: _____ Email: _____

Grade/Class: _____ Total number of students for presentation: _____ Number of students per session: _____

Subject requested (please be specific): _____

Date requested (give range if possible): _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Day of week requested (list several if possible): _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Time of day requested (give range if possible): _____

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Time allotted (length of presentation): _____ Number of presentations requested: _____

Comments: _____

Location of presentations: Classroom ☐ Centrum ☐ Other ☐ (specify) _____

Session location: All in the same room (classes rotate) ☐ Presenters move from room to room ☐

Thanks very much. We look forward to working with you!

Volunteer Office Use Only:

Date received: _____ Name of Speaker Contacted: _____

Date(s) Speaker Contacted: _____

Equipment Required or Special Needs: _____

Comments: _____

After Booking:

Packet Emailed: To Speaker(s) ☐ To Teacher(s), Executive Assistant ☐

Data Recorded: On Google Calendar ☐ In CRVP Data ☐ In CRVP Speakers ☐