



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 speakersbureau@gm.sbac.edu (Preferred Method)
TRUCK MAIL to the Horizon Center

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 []