



## Guest on Campus Request Form

(use for guest speaker, performers, musicians, actors and choreographers)

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

Speaker: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ (attach an additional list of dates & times, if necessary)

Department: \_\_\_\_\_

(Please check one)       Classroom       School-wide       Other (specify) \_\_\_\_\_

TOPIC:	
PURPOSE/GOAL:	
ISOs:	
SUPERVISION:	
QUALIFICATIONS OF SPEAKER: (add biography)	<i>(Please attach separate sheet if necessary)</i>

**Requester Must:** 1) Secure all signatures 2) “The viewpoints and/or philosophy of the speaker align with the teaching of the Catholic Church and with Diocesan policy.” Any controversial material/topic may require further approval from the Bishop and/or consultation with administration. By initialing, you agree with the above statement. (Diocesan Statute 81) \_\_\_\_\_ initials. In some cases the Diocese must be notified. 3) Consult with front office – enter date on Google calendar 4) Final copy to Assistant Principal of Student Life.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair / Director: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Principal for Academics: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Principal for Student Life: \_\_\_\_\_ Date: \_\_\_\_\_

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

Entered on Google Calendar “Guest on Campus” See front office \_\_\_\_\_ (Initials)

# Guidelines for Selecting Speakers

## Diocese of Sacramento

### Parishes, Movements, Apostolic Groups, Catholic Schools

It is the responsibility of the hosting parties to present a list of potential speakers. The Diocesan Bishop will make the final decision. In this case, the bishop has appointed the offices of Evangelization and Catechesis for the English speaking community, the Hispanic Apostolate for the Spanish speaking community, and the School Superintendent for Catholic Schools to gather and review all required information and make a final decision.

#### A. Required Documentation

##### 1) For Priests/Religious

- a) Letter from the diocesan Bishop or the Religious Superior. (It must be original and recent)
- b) Proof of having completed the Safe Environment Training and have submitted proof of fingerprinting to their respective diocese.
- c) A curriculum Vitae with the following information:
  - Education
  - Ministerial Experience
- d) Social Security Number or TIN for income tax purposes

##### 2) For the Laity

- a) Letter from the diocesan Bishop or from the Diocesan Apostolic Movement or group.
- b) Subparagraphs b, c and d of Section 1.

#### B. General Rules on Speaker Stipends and Sales

- 1) You must come to an agreement with the diocese, parish, apostolic movement or group on the conditions of sale of any item (CD, DVD, books, etc.)
- 2) You must come to an agreement in advance for the stipend, which will be paid by check and must comply with all conditions required by the IRS.
- 3) Under no circumstances is the speaker allowed to request a donation

**Note:** Violations of this rule may result in the suspension of faculties of the speaker in this diocese, and the host may lose the authority to create or host future events.

#### C. Host's Responsibilities

- 1) Collect and submit all required documentation
- 2) Clarify the purpose and goals of the event with the speaker
- 3) Check Visa information (if the speaker is from outside the country)
- 4) Verify Social Security and or TIN (If you do not have a TIN, make arrangements to get it.)
- 5) Clarify arrangements for sales allowances and rates
- 6) Provide an environment that supports learning (space and materials)
- 7) If it is possible arrange for coverage with the media, video recording, etc.
- 8) Provide an assessment of the speaker, including assessments of the audience, and deliver a report to the respective office. (Evangelization and Catechesis, Hispanic Apostolate, or Catholic School Dept).

As a general rule, the invitation of any speaker or honoree should be an opportunity to evangelize and catechize the faithful. Thus, anything which may cause confusion or scandal or incite disrespect or dissent is to be avoided.

#### **Remember that when a speaker is assessed, Diocesan Statute #81 must be followed:**

*Any speaker who publicly promotes or advocates views which are contrary to Church teaching, may not give a talk, retreat, workshop, course, etc., at Church related events, or on church, school or diocesan property in the Diocese of Sacramento. Likewise, anyone who publicly promotes or advocates views which are contrary to Church teaching may not be given awards, honors, or other marks of public recognition.*