

ASO/Club Guest Speaker Procedures

1. Students submit an Activity Request to the Office of Student Activities at least 2 weeks prior to event date, (4 weeks prior is preferred) include:
 - a. Title of event
 - b. Name of speaker
 - c. Date, time, location
 - d. Desired room based on expected turnout
2. For large events and/or controversial speakers
 - a. Activity Request must be submitted no less than 4 weeks prior to the event
 - b. A meeting with Facilities, Campus Police, Student Activities, and the club may be required
3. When paying Guest Speaker(s)
 - a. Non District Employee
 - i. Must complete ASO Contractors Agreement with amount listed (\$0.00 to specified dollar amount)
 - ii. Complete and submit ASO/Club Voucher Request
 - b. District Employees
 - i. Must complete ASO Contractors Agreement
 - ii. Campus employees must include staff ID number
 - iii. No contract is needed if the District employee is not receiving pay
 - c. Sponsoring/Contributing Organizations
 - i. For organizations sponsoring a speaker (but not the primary host), attach supporting documents to voucher i.e. meeting minutes or signed resolution
4. The sponsoring organization may be responsible for related event fees as determined by The District, including but not limited to:
 - a. Personnel costs including Campus Police, Public Safety Officers, Facilities staff, and event technicians.
 - b. Equipment use and rentals
 - c. Other special requirements
5. Advertising for the event is not approved by the Office of Student Activities until Facilities has confirmed the location(s), date(s), and time(s).