

Guest Speaker Approval Process for Student Clubs & Organizations

A Step-by-Step Summary Guide

01

Student leaders of club or organization discuss proposed guest with respective advisor (prior to offering invitation to proposed guest).

02

Club or organization advisor researches proposed guest speaker to determine appropriateness.

03

Advisor gives approval to student leaders of club or organization.

04

Student leader completes online Guest Speaker Request Form, providing appropriate documentation and research information on proposed guest.

05

Director of Student Engagement reviews submission material and either
(A) Approves request
(B) Conducts additional research and then either
(1) Approves request
(2) Denies request
(3) Moves request on to Dean of Students & Christian Spiritual Formation

06

Upon completion of submission review, student leader and advisor are notified of decision by Office of Student Engagement.