

**SANTA MARGARTIA CATHOLIC HIGH SCHOOL  
VISITING SPEAKER REQUEST FORM - CLUBS**

**Submit this completed form at least 30 days before the event to the Activities Office** for Administrative review and approval. Do **not** proceed with any aspect of event until you have been notified that it has been approved by the Administrative Board.

Speaker Requested by: \_\_\_\_\_  
Club President & Email: \_\_\_\_\_  
Club Moderator & Email : \_\_\_\_\_

Speaker's Name, Title and Organization – Attach Bio

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outline the speaking points.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When will this take place? Where? How many students do you anticipate?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is a stipend required? If so, how will this be funded by your club?

\_\_\_\_\_  
\_\_\_\_\_

**Activities Office Use Only**

**Approved**     **Not Approved**     **Pending Approval**

Comments: \_\_\_\_\_

Associate Director of Activities: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Activities: \_\_\_\_\_ Date: \_\_\_\_\_