

SUPERINTENDENT'S SCREENING COMMITTEE (SSC)

TYPE OF REQUEST: Speakers

DESCRIPTION: Outside organizations, companies, agencies, or individuals wanting to provide a presentation/speech to students (called a 'Speaker').

REVIEWED BY SSC? Yes

HOW DO I SUBMIT A REQUEST?

Step 1: Read all steps, instructions, and information provided below

Step 2: Download from the **forms section**

- Screening Application
- Guidelines/Requisition Form for Speakers

*If you intend to use animals in your presentation, also download the **Guidelines for Animals**

Step 3: Complete the Screening Application.

Step 4: Read the Guidelines for Speakers & Guidelines for Animals if applicable

Step 5: Complete the Requisition section of the Guidelines

Step 6: Submit the completed Screening Application, Requisition section, and Presentations materials (i.e. detailed outline, PowerPoint, CDs, DVDs, that will be presented to the students)

Submit via

1. Email Screening@browardschools.com
2. FAX 754-321-2711
3. Mail Superintendent's Screening Committee
600 Southeast Third Avenue, 2nd Floor
Ft. Lauderdale, FL 33301

HOW MUCH TIME NEEDED FOR REVIEW:

Applicants will receive a response in writing within 3 months.

POSSIBLE DETERMINATIONS BY THE SCREENING COMMITTEE

1. Approved – Applicant is an approved speaker and may now contact schools that are interested in their presentation.

2. Denied – Applicant's request has been denied and the presentation shall not be utilized by Broward County Public Schools.

3. Referred - Applicant's request and materials have been sent to a subject specific department for review.

- **Superintendent's Screening Committee** will send response to applicant
- Please allow up to 3 months for a response in writing

4. **Forwarded** – Applicant’s request and materials have been sent to a subject specific department or agency. The Superintendent’s Screening Committee will notify the applicant in writing but will take no further action.

- **The applicant** will be responsible for contacting the department, agency or organization.

5. **Need more information** – Committee requests more information from the applicant in order to make a determination.

6. **Information kept on file** – Applicant’s information will be kept on file and disseminated to schools or parents upon their request.

MY REQUEST WAS APPROVED – WHAT DO I DO NOW?

It is the responsibility of the applicant to:

1. Contact schools directly about providing the presentation. *The Screening Committee will not disseminate presentation information or material to schools.*
2. Provide a copy of the approval letter to schools.
3. Abide by the speaker guidelines and approval stipulations.

*** Schools will not make copies or collate for the applicant. It is solely the responsibility of the applicant to print copies and provide them to the schools.**

**** Approved Speakers will be required to sign in at the school as a “visitor” using the STAR security system. A valid, Florida Driver’s license or Florida I.D. will be required. Speakers must be in the presence of school staff at all times. Please contact the school for more information.**

MY REQUEST WAS DENIED – WHAT DO I DO NOW? All requests are reviewed on an individual basis. The reason for denial will be explained in your response letter. Broward County Public Schools reserves the right to deny any request to provide a presentation to students. Therefore, there is no appeal process. All determinations made by the Committee are final.

Typical reasons for denial of a speaker presentation include (but are not limited to):

1. Presentation is not fully developed (i.e. intent, topic, purpose, etc. are not clearly defined)
2. Presentation topic and material are not aligned with Sunshine State Standards
3. The proposed program or presentation is not appropriate for use in schools
4. Speaker are not adequately qualified
5. The presentation duplicates a program already integrated into existing curriculum

RENEWALS – HOW DO I GET THE SAME PRESENTATION APPROVED NEXT YEAR?

1. All Speaker approvals have an expiration date. The approved presentation can be provided to schools anytime before the expiration date.
2. Once the approval has expired you must submit a renewal application to the Screening Committee.
3. Allow 30 days for Speaker renewal requests.

PLEASE BE ADVISED:

Only approved presentations may be provided to schools. The following actions are strictly prohibited and will result in termination of privileges and automatic denial of future requests.

- using an approval letter to provide an unapproved presentation to schools
- providing material to students that has not been approved by the Screening Committee
- deviation from the approved material will result in the termination of the presentation by the classroom teacher or administrator