

SCHOOL DISTRICT OF UPPER MORELAND TOWNSHIP
REQUEST TO HOST PRESENTERS, ORGANIZATIONS, OR GUEST SPEAKERS

Date Request Submitted: _____

Requesting School: PS ☐ IS ☐ MS ☐ HS ☐ ADMIN. ☐

Name of Requestor/Sponsor: _____

Date(s) of Presentation: _____ Location of Presentation: _____ Time: _____

Name of Presenter: _____ Address: _____ Phone: _____

Name of Program, Type of Presentation, or Topic being Discussed: _____

Is the Presenter a Volunteer ☐ or a Representative of an Organization ☐?

Name of Organization: _____

Is the Organization a For-Profit ☐ or Non-Profit ☐ organization?

Has an Administrator/Teacher viewed this program prior to bringing it to UMSD?

Yes ☐ (If yes, who viewed the program & when. Write comments on back) _____

No ☐ ☐ No, but this program is being recommended by _____

Is the program being presented to (check all that apply) ☐ Students ☐ Staff ☐ Community/Parents?

Primary Reason for Bringing This Program to UMSD:

☐ Fits into current curriculum

☐ Informational/Community Interest

☐ Student Entertainment

Is Proof of Insurance required? Yes ☐ (Please attach copy of Insurance Coverage) No ☐

(Proof of Insurance is required of all organizations including individuals representing an organization. Check with the Business Manager if you're not sure)

Clearances:

If a presenter or guest speaker will not have direct contact with or be working individually with the students, clearances are not required. ***It is the building principal or their designee's responsibility to assure that both the students and the guest are carefully monitored to ensure the student's safety at all times.***

Are Federal, PA State, and Child Abuse Clearances required? Yes ☐ No ☐ (attach copies of each)

✓ *Act 34 PA State Criminal Record* ✓ *Act 151 PA Child Abuse History* ✓ *Act 114 – Federal Criminal History Record*

(Forms can be obtained from the Human Resources Dept. or on the district website. Please allow sufficient time for forms to be processed & results returned)

Fees/Expenses: **Administrative approval is required.**

Are there any fees or expenses involved in bringing this presenter to our district? Yes ☐ No ☐

Who will be responsible for funding the fees/expenses? _____(ex. HSA, building budget)

Fees: \$_____(All Presenters charging a fee are required to sign the Contractor/Presenter Agreement and complete a W-9 tax form. Board Approval required) HSA/Music Patrons/Boosters - fees of \$1,000.00 or more board approval is required. Please allow 6-8 weeks for Board Approval. Contracts and W-9 forms are available on the district website under Info./Employee Forms.

Expenses: \$_____(please list individually, attach separate piece of paper)

Notification:

Is a Facilities Request Form required? Yes ☐ (Please file separately) No ☐

Building Principal

Sponsor (Staff member/Department)

Senior Director of Programs