MANUAL OF PROCEDURE

PROCEDURE NUMBER:	4097	**PAGE** 1 of 1
PROCEDURE TITLE:	Student Life Guest Speakers	
STATUTORY REFERENCE:	FLORIDA STATUTE 1001.64	
BASED ON POLICY:	IV-3 Student Organizations	
EFFECTIVE DATE:	September 15, 1969	
LAST REVISION DATE:	~~January 13, 2004~~, March 11, 2024	
LAST REVIEW DATE:	~~January 13, 2004~~, April 12, 2024	

I. PURPOSE

To provide for outside speakers to address student clubs and organizations.

II. PROCEDURE

A. The department of Student Life organizes campus visits by guest speakers for Student Life events. These events are open to the general student body and/or the community.

B. Responsibilities of the Campus Student Life Office are as follow:

1. Ensure that an Agreement for Services is fully executed prior to event date.
2. Reserve a time and place as available.
3. Render any assistance deemed necessary.
4. Request necessary security services if deemed advisable.

C. All Campus Student Life Offices require student organizations to request prior written permission to invite a speaker to address a meeting of an organization.

D. These procedures are applicable to Student Life sponsored events only.



04/12/2024

PRESIDENT **DATE**