

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4097

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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