

# MANUAL OF PROCEDURE

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**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

**LAST REVIEW DATE:** January 13, 2004

## **I. PURPOSE**

To provide for outside speakers to address the student body.

## **II. PROCEDURE**

A. Visits to a campus by guest speakers that are open to the general student body and/or the community must be approved by the Campus Student Life Office.


B. Speakers may be invited by:

1. Student Organizations
2. Departments
3. Student Government Association
4. Student Life Office
5. Faculty and Staff

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

1. Ensure that a written request is received.
2. Ensure that the speaker is properly sponsored.
3. Reserve a time and place as available.
4. Render any assistance deemed necessary.
5. Request necessary security services if deemed advisable.

- D. All Campus Student Life Offices require student organizations to request prior written permission to invite a speaker to address a meeting of an organization.
  
- E. These procedures are not applicable to classroom presentations.

	
	1/13/04
<b>PRESIDENT</b>	<b>DATE</b>