



Morris College Sumter South Carolina

Authorization to Invite a Guest Speaker or Musical Group to Make a Campus Academic Presentation

Please check one: _____ Academic Presentation _____ Non-Academic Presentation

Morris College maintains a policy whereby all persons who are to be invited to the campus as guest speakers or as musical groups must first have been approved by the President. Program directors, organization sponsors, and classroom professors/instructor should not inquire regarding the availability of a prospective guest speaker or musical group without first having obtained Presidential approval of the prospective speaker or group. If you direct a programs, sponsor a student organization or teach a class with responsibility for extending such an invitation, complete one copy of this form and submit it to your immediate supervisor **at least five working days** prior to the date that you plan to extend the invitation. The form will then be forwarded to your approval, and once the form has been returned to you with the President's approval signature, you may then extend the invitation.

Name of Director/Sponsor/Professor/Instructor: _____

Name of Proposed Speaker/Musical Group: _____

If invitation is to a speaker, presentation will be to: (Check one)

_____ a class in (course title)

_____ an assembly sponsored by

_____ a residence life (hall) group (Residence hall name): _____

_____ a student organization (Organization name): _____

Name of Program or Event: _____

Date/Time of Program or Event: _____

Location of Program or Event: _____

If a speaker is to be invited, indicate title of presentation or subject to be addressed (if Know):

If a speaker, indicate speaker's current position and attach a personal resume' or biographical sketch that illustrates his or her qualifications to present the above topic.

If a musical group is to be invited, indicate name of group and type of music to be performed:

Signature of Requester: _____ Date: _____

Approval Signatures

Immediate Supervisor: _____ Date: _____

Academic Divisional/Unit Head: _____ Date: _____

Academic Dean: _____ Date: _____

President: _____ Date: _____