

REQUEST FOR USE OF OUTSIDE RESOURCES

Date _____ Class/Organization Sponsoring _____

Teacher in direct supervision of activity _____

Purpose/presentation _____

Name of Speaker _____

Affiliation (organization/institution) _____

Name of film and producer _____

Place of presentation _____

Date and time _____

The following clearances must be obtained **three days** prior to presentation in order to facilitate planning:

Sponsoring classroom presentation teacher _____

Department Chair _____ Administrator _____

Association Student Body Presentation

Sponsoring club/advisor _____

Student activities advisor _____

Administration _____

Only those students assigned to your class should attend this presentation unless prior arrangement has been made for combining with additional groups.