



Guest Speaker Request Form

Guest Speaker Approval

Instructor: _____ Today's Date: _____

Course: Fall Spring Summer _____
Semester Year Subject Number Section (e.g. ENGL 101U-06B)

Speaker: _____ Date of Presentation: _____

Approval Signature (in advance of guest speaker presentation)

Dr. Patricia Brown, Associate Dean Date

Processing Steps

1. Form (top only) submitted to Associate Dean (Brown) for approval **prior to activity**.
2. **Form returned to faculty member**. Faculty member completes **Instructional Support Services Contract form below and obtains signature of presenter**.
3. Completed form submitted to Assistant Dean (Swartz) for reimbursement following activity.

Contract for Instructional Support Services

This contract is made between the University of Richmond, School of Continuing Studies and the individual named below for instructional support services (guest presentation) for the course identified above.

Guest Speaker Information

Name of Speaker: _____

Mailing Address: _____
Street Address City State Zip Code

UR Employee? Yes..... Provide **UR Identification Number**: _____

No Provide **Social Security Number**: _____

This contract is made between the individual named above and the School of Continuing Studies for the following service:

Guest Speaker on: _____ [Honorarium of **\$50 (standard)** or \$ _____]
Date of Presentation Other Amount

It is understood that honoraria and/or fees paid for services rendered may be reported to the IRS as taxable income.

Signature of Guest Speaker Date

Approval Signature (for payment)

Dr. Ned K. Swartz, Assistant Dean Date