



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)

Senior Associate Dean Date

Processing Steps

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

Contract for Instructional Support Services

This contract is made between the University of Richmond School of Professional and 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 SPCS 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)

Associate Dean for Administration Date