

DOINGWHATWORKS



SAMPLE MATERIAL

Guest Speaker Summary Information Form

John C. Diehl Elementary School, Pennsylvania

Topic: Increased Learning Time: Beyond the Regular School Day

Practice: Organize Instruction

To help students succeed, it's important to spark their long-term interest in educational and career achievement. Students who see the relevance of education to their future are more likely to put effort into their studies. The CHAMPS after-school program at Diehl Elementary partners with dozens of community organizations, including Junior Achievement, to bring in guest speakers from various careers. The presentations, tailored to elementary grades, focus on basic concepts of business and economics and how education is relevant to the workplace.

The *Guest Speaker Summary Information Form* facilitates coordination efforts among guest speakers, school principals, site managers, the district's after-school program office, and teachers who may attend the presentation.

Districts and site managers may find this form useful in creating systematic processes for scheduling out-of-school program guest speakers.

The School District of the City of Erie, PA.
CHAMPS Afterschool Programs

Guest Speaker Summary Information
2009-2010

Guest Speaker / Presenter

Name, Title, Agency	Phone, Fax, Email
Address (Needed for Thank You Cards!)	

Presentation Topic & Description

Requested Electronics & Materials

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Schedule

Day /Date	Arrival Time (for setup)	Room / Area	Accompanying Teacher	Number Sessions
Session	Start Time	End Time	Group Size	Grade Level
Session I				
Session II				
Session III				

Coordinator

Site Manager / Teacher:	Directions/Information on Parking and Entering the Building
School, Address, Zip:	
Phone, Fax, Email:	

Copy to: ___Principal, ___Presenter, ___CHAMPS Office, ___Attending Teacher(s) _____