



Guest Speaker Approval Request Form

(All guest speakers must be approved by faculty advisor AND Office of Student Affairs prior to invitation)

Once signed by the Faculty Advisor, submit to studentaffairs@burrell.edu

Student Organization Information

Organization Name:	Club President:	Club President Email Address:
--------------------	-----------------	-------------------------------

Guest Speaker Information

Name of Guest Speaker:	Title:	Place of Employment:
------------------------	--------	----------------------

Description of Event & Speaker Engagement

--

Event Details

Date of Event:	Time of Event:	Location of Event:
----------------	----------------	--------------------

Guest Speaker Approval

Student Organization Faculty Advisor (Print Name):

Signature	Date
-----------	------

Director of Student Life (Print Name):

Signature	Date
-----------	------

To be completed by the Office of Student Affairs

- Approved
- Denied