

About the Speaker Bureau



The Speakers Directory is a resource Pinellas County Schools offers to teachers. The Speakers Directory maintains a bank of volunteer speakers who are willing to share their areas of expertise or career with students. Speakers offer students the opportunity to interact with community members, providing an interesting and informative enhancement to the curriculum. In addition to providing a service for teachers and students, volunteer speakers who come into the schools learn firsthand about Pinellas County Schools.

It is the goal of the Speakers Directory to refer appropriate role models for students while realizing that guest speakers may at times bring differing viewpoints to the classroom. Assuming that encouraging students to think critically about differing viewpoints is important, the Speakers Directory can be a powerful resource for teachers.

All speakers are evaluated by the requesting teacher; consequently, we feel confident in referring speakers listed on our database of resources. However, all speakers must be registered volunteers, background checked, and speakers are required to log their speaker hours in the volunteer system in Focus. Ultimately, the principal is responsible for all activities in the school, **for this reason, we recommend that you obtain the principal's approval before booking the speaker.**

Please remember that at no time is a speaker permitted to be in charge of a class of students. **Teachers not only must prepare their students for the guest speaker but also must stay in the classroom at all times.**

This directory provides names of approved speakers and their telephone numbers under each presentation topic. **The directory, directory updates and the Family Life Education Approved Speakers list is available in Outlook under folders -- public folders -- all public folders -- Speakers Bureau. It is also available on the Pinellas County School Board website www.pcsb.org/volunteers click on the Speaker Bureau tab on the right.**

Please read through the guidelines and information on how to best use the Speakers Bureau. If you have any questions, please call 588-5050.



Procedures for Scheduling Speakers



Review the directory
Select a topic
Select speaker(s)

&

Then, call or e-mail the speaker(s) and cc: the Family
Community liaison @ your school.

- Give your name, school and grade level
- Arrange the date, time and topic
- Review the topic in detail so you know the program content
- Arrange for audiovisual equipment, if needed
- Get speaker's address for confirmation and thank-you letters
- Discuss with the speaker(s):
 - Directions to the school and arrival time
 - Available parking areas
 - Age of students
 - Attention span/level of comprehension
 - Amount of student participation to expect

If you have to leave a message for the speaker, give him or her school's phone number and your home number. Getting through to you at the school may be very difficult.

Please Note: Some speakers may be booked months ahead of time, but the majority of the speakers prefer to be booked no more than three weeks in advance.

Always have alternate dates available and a calendar at hand should other dates be more suitable for the speaker(s).

SEND A CONFIRMATION LETTER TO THE SPEAKER (S) *see below*



SPEAKERS BUREAU CONFIRMATION

To:		From:	
Topic:		Time:	
Date of Presentation:		Number of Students:	
Number of Presentations:		Teacher:	
School:		Grade:	
Address:		Phone:	
Equipment Needed:		Fax:	
		E-mail:	

Dear _____

Date: _____

The time listed on this confirmation is the time the presentation should begin. Please plan to arrive at the school 10-15 minutes early. Please stop at the main office to sign in and get your name tag. I will have a student escort you from the main office to my classroom. I will remain in the classroom at all times to assist you, and I will handle student discipline.

In the event of any emergency requiring you to cancel or reschedule your presentation, please call me immediately.

Thank you for making this wonderful program available to my students.

Signature: _____

Directions to the school:





Checklist for Teachers

The following is a list to help you prepare for your speaker. It is designed to make the visit by the speaker enjoyable and rewarding not only for you and your students but also for the volunteer speaker.

Speaker's name _____ Scheduled date _____

Topic _____ Arrival time _____

_____ I have called the speaker to confirm a date and time.

_____ I have arranged for the equipment needed and reserved the room, if necessary.

_____ I have mailed a confirmation letter to the speaker with directions to the school.

_____ I have reminded the office staff to expect the speaker and that I will provide an escort when the speaker arrives.

_____ I have made my students aware that a speaker is coming and they are prepared to be attentive and ask questions.

_____ I have encouraged my students to write thank-you notes to the speaker.

_____ I have evaluated this program and sent a copy of the evaluation form to the Speakers Bureau, Administration Building.

Important

The evaluation form is the only instrument available to insure programs meet the changing educational needs of the district. Your comments and suggestions help in research for new programs and/or modifications of existing ones.

Please send the completed form to the Speakers Bureau office without delay.



Evaluation of Resource Speaker

Date of Presentation _____

Topic _____

Speaker's Name _____

Organization/Company _____

Teacher _____ School _____

How many classes were served? _____ How many students were served? _____

How many separate presentations did this speaker make? _____

Circle One

	Poor		Average		Excellent
Overall performance	1	2	3	4	5
Program suited to grade or class	1	2	3	4	5
Knowledge of subject	1	2	3	4	5
Rapport with students	1	2	3	4	5
Vocabulary for grade level	1	2	3	4	5

Grade level best suited for this presentation: (circle one)

K-3 4-5 Middle school High school All

Teacher comments and/or suggestions for improvement:

Would you request this volunteer speaker again? _____yes _____no

Please return to Office of Strategic Partnerships, Attn: Speakers Bureau, Administration Building.



Guidelines for Speaker

There are certain Pinellas County School Board rules speakers must observe during visits:

- Advertising:** Materials that carry advertising may not be distributed without prior approval from the school board. Any volunteer whose program is based on a recognized business or attraction may refer to this upon occasion, if appropriate and relevant to the presentation. If informational brochures are to be given out, please leave them with the teacher for distribution to the students who request information.
- Promotion:** Collection of student names, addresses or telephone numbers for the promotion of speaker's business is prohibited.
- Smoking:** Smoking is prohibited on the campuses of all Pinellas County Schools.
- Religion:** No particular religious viewpoint should be presented.
- Politics:** Advocating a particular political viewpoint is not permitted.
- Dress:** Appropriate dress is required when speaking in Pinellas County Schools.
- Please Note:** *All speakers must complete a volunteer registration form and speaker application. Speakers will be background checked and approved in Focus prior to the presentation. All speakers must log their speaker hours in Focus. When entering the school, all speakers must sign into Badge Pass before proceeding to their assigned class.* The Great American Teach-In Speakers are exempt from the application and tracking process.

The speaker will have certain expectations regarding the speaking engagement:

- Finding the class prepared for the presentation.
- Addressing well-behaved and prepared students.
- Teacher's presence and support throughout the speaker's presentation.
- Immediate notification and having the chance to reschedule if the teacher is absent.

[Speaker Application & Guidelines](#)



Any and all information provided to Pinellas County Schools is public record pursuant to the Florida Public Records Act, Ch. 119, F.S., unless confidential or exempt from release under law.