

# TEACHER SPEAKER REQUEST FORM

ONE FORM PER REQUEST PLEASE!

## Purpose of Request:

Constitution Day \_\_\_\_\_ Law Day \_\_\_\_\_ Other \_\_\_\_\_

Teacher \_\_\_\_\_

Email \_\_\_\_\_

Phone(Home) \_\_\_\_\_ (School) \_\_\_\_\_

(Fax) \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

Grade Level \_\_\_\_\_ Room No. \_\_\_\_\_ No. of Students \_\_\_\_\_

Date Requested \_\_\_\_\_

Time Request: From \_\_\_\_\_ To \_\_\_\_\_ (30 Minutes – 1 hour is usually adequate)

Speakers for Law Day will be available April 16-May 4, 2012.

Please submit Law Day speaker request by March 30, 2012.

If you have advance notice, is this time or date flexible? Yes \_\_\_\_\_ No \_\_\_\_\_

If you have already made arrangements for a specific attorney to speak to your class, who is the attorney? \_\_\_\_\_

Topic Requested \_\_\_\_\_

Please indicate if there is a particular area you are covering that will tie into the subject matter. \_\_\_\_\_

**You must be present at the time the attorney speaks to your classroom. Please do not schedule a substitute teacher for that day. A separate form must be submitted for each speaker requested.**

Please submit this form at least two weeks in advance of your requested speaking date. Classes may be combined. We suggest that no more than two different grade levels be combined and that they be consecutive grade levels (e.g., 1-2, 4-5). The total classroom size should not exceed 40. If you have a larger group, we suggest dividing the group, and we will provide additional speakers. Please be as accurate as possible on the number of students who may attend so the lawyers can bring adequate amounts of any material or handouts they prepare.