Classroom Guest Speaker Program Request

The Student Activities Office (SAO) coordinates the awarding of honoraria to community members and students who speak, by invitation, in the classroom. The Classroom Guest Speaker Program is sponsored by MiraCosta College’s Associated Student Government (ASG). There are two amounts available for faculty to request: (1) student guest speaker for an honorarium of $50 per speaking engagement, and (2) community member guest speaker for an honorarium of $100 per speaking engagement. **Please note the following: guest speakers (student or community member) are limited to three speaking engagements per semester; SAO must receive the request 15 business days prior to the engagement; submission of the form does not constitute automatic approval of the honorarium.**

**Sponsoring faculty member procedure:**

1. Submit completed Classroom Guest Speaker Program Request form to SAO.
2. Submit a signed MiraCosta College Payee Data form for the guest speaker (available on SAO Web site). If faculty member is unable to submit a MiraCosta College Payee Data form, the speaker may send a follow-on fax to SAO. Be sure to title fax “Classroom Guest Speaker Program” on cover sheet.
3. Please note that a third form may be required if the individual is an employee of MCCCD.
4. Notify SAO if your speaker DOES NOT SPEAK; otherwise, payment will be automatically made to the speaker.

Is this individual a current MCC employee? (If yes, personnel req. required)       YES      NO
Is this individual a currently enrolled MCC student?               YES                NO

**Guest Speaker Information**

Name: ___________________________________________________    SSN: _______________________________

Address: ________________________________________________________________________________________

City: ____________________________________________ State: _______ Zip: ______________________

Phone: ______________________________________________   Email:  ___________________________________

**Sponsoring Faculty Name & Signature**

Print______________________________________________Sign__________________________________________

Course Title: ________________________________Speaker’s Topic______________________________________

Location: _____________________________Date(s)/Time(s): _____________________________________________

Amount Requested: ______________ (Student: $50/engagement; Community Member: $100/engagement)

__________________________________________               ___________________________________________
Associated Student Government Approval                                          Student Activities Office Approval

By completing this form, the signers verify compliance with the MiraCosta College Foundation conditions for honorarium payments:

✓ Payment is to individual in recognition of act or service for which fees are not legally or customarily required.
✓ Honorarium amount is determined by the sponsoring organization and is not negotiated or agreed upon.
✓ Appearance for service is brief in nature and occurs one time or only occasionally.
✓ The honorarium is not a fee for a professional service, such as would be paid to an Independent Contractor.

Update: Sept. 21, 2012