

Screening Committee Guidelines

Request Type: Outside organizations, companies, agencies, or individuals wanting to provide a presentation/speech to students (called a ‘Speaker’).

The screening process is necessary for presentations intended for students at Broward County Schools during the day. Speakers present information to students about a “topic” not an individual business that sells a product or provides a service related to the topic. Speakers are not permitted to endorse, advocate or advertise ANY company or business before, during or after a presentation. This includes the distribution of any promotional material, flyers or other marketing material.

Approval is not necessary for presentations intended for adults (i.e. parents and staff) or things occurring outside of school.

The Superintendent’s Screening Committee will respond to your request in writing throughout the reviewing process or if more information is needed. If approved, you will receive an approval letter that you can then take to schools. Approval means that the presentation has been deemed appropriate for use with students and therefore schools do not need to individually review the presentation/material although they are encouraged and entitled to do so if they wish.

The Screening Committee governs program decisions based on the answers to the following questions or statements:

- 1. What topic(s) will be covered in the presentation?** *Please identify the main idea of the presentation and any related topics that will be discussed. For example: Presentation about “water safety” – discussion might include basic facts and statistics about the number of children affected each year, simple rules to remember, etc. for students between the ages of 4-12.
- 2. How is the program aligned with existing curriculum for the intended grades?** * Please specify, which Sunshine State Standards the program aligns with and how the presentation/activities will meet the standards. (Sunshine State Standards can be found at: <http://www.fldoe.org/bii/curriculum/sss/sss1996.asp>).
- 3. What is the purpose of the presentation?**
- 4. Who is presenting** *Include names and background information
- 5. What are the qualifications of the presenter(s)?** *Please identify the presenter(s) qualifications to speak about the topic(s) listed above
- 6. Who is the intended audience (grade levels)?**
- 7. What is the length of time for the presentation?**
- 8. Please provide a detailed outline of your presentation/speech (including any personal anecdotes)** *Detailed outline should include information in the order it is being presented. Any

anecdotes or stories that will be used in the presentation must be submitted. The department reviewing the presentation will approve your information for the listed target audience.

9. **Please provide copies of ANY media used during the presentation (i.e. Powerpoint slides, pictures, video, DVD music, etc.)**
10. **When will this be presented (during class time, after school, at parent meetings)?**
11. **Please submit any written literature pertaining to the presentation that will be distributed to students****

PLEASE BE ADVISED: THE INFORMATION PRESENTED TO STUDENTS MUST DIRECTLY FOLLOW THE APPROVED OUTLINE AND PRESENTATION. ANY DEVIATION FROM THE APPROVED MATERIAL WILL RESULT IN IMMEDIATE SUSPENSION OF THE PRESENTATION.

SOLICITATION OR MARKETING FOR ANY BUSINESS, INDIVIDUAL OR ORGANIZATION IS STRICTLY PROHIBITED.

****The endorsement of any company, business or product is prohibited. Distribution of any company literature, flyers, coupons, advertisements, etc. to promote a business is also prohibited.**

****Any literature intended for display at the school (i.e. front office or bulletin area) that has promotional content must be submitted separately to the Superintendent's Screening Committee for approval.**

**** Approved Speakers will be required to sign in at the school as a "visitor" using the STAR security system. A valid, Florida Driver's license or Florida I.D. will be required. Speakers are to be in the presence of school staff at all times. Please contact the school for more information.**