

GUIDELINES FOR CONSULTANT SERVICES/GUEST SPEAKERS

Non-Paid One-Time Speaker

Sign in at office as a guest (see PUSD Admin. Proc. 4.115.1 for definition of “guest”)

Consultant form: Principal’s discretion; not required by District

Insurance: None required

IMPORTANT

Even if your “guest speaker” is a parent or friend, you must still obtain the Principal’s approval before they can be allowed on campus.

Non-Paid Frequent Speaker (Regular, more than once/semester)

Sign in office as a guest

Consultant form: Yes, form B-74

Insurance: Certificate required from the external sponsoring organization, if any, or the speaker. If the speaker does not carry liability insurance the principal or Risk Management may waive this requirement.

Paid, One-Time Speaker

Sign in at office as guest

Consultant form: Yes, form B-74

Insurance: Principal’s discretion; certificate encouraged but not required by District

Paid, Frequent Speaker (Regular, more than once/semester)

Sign in at office as guest

Consultant form: Yes, form B-74

Insurance: Certificate required from the external sponsoring organization, if any, or the speaker. If the speaker does not carry liability insurance, the Risk Management Department may waive this requirement on a case-by-case basis.

Notes:

- 1) All insurance certificates should name PUSD as “Additional Insured.”
- 2) There may be instances in which the FAC-28 Facility Use Permit may be better suited than the B-74 Consultant Services Agreement, for example, where the speaker needs additional space to set up equipment or has unusual parking needs.

These guidelines are subject to change.