GLENDALE COLLEGE
INSTRUCTIONAL SERVICE OFFICE

TO: Dean of Letters, Arts and Sciences

FROM: _____
Instructor Name

DATE: _____

RE: Request for Approval of Guest Speaker

Class or Club _____

Date of Appearance _____

Subject to be discussed _____

_____

Name of Guest Speaker _____

Position _____

What, if any, would be the cost to the district? _____

Account Number Used _____

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Request approved/not approved _____
Dean, Letters, Arts and Sciences

Date _____

cc: Division Chair

PLEASE SUBMIT REQUEST AT LEAST TWO WEEKS PRIOR TO DATE OF APPEARANCE