

College Relations Series—7000

**SPEAKING ENGAGEMENTS ON BEHALF OF THE COLLEGE BEFORE  
COMMUNITY ORGANIZATIONS**

**Office of Marketing,  
Public Information and  
Student Recruitment:**

1. Helps prepare community presentations.
2. Provides assistance to speaker including materials to be distributed. Accompanies speaker to event and ensures public relations goals are met.
3. Calls speaker for follow up within one week of engagement.

**Employee:**

If asked to speak on behalf of the college:

1. Obtains approval of supervisor.
2. Notifies the Office of Marketing, Public Information and Student Recruitment.
3. Contacts organization directly to confirm arrangements. Fulfills the engagement. (Declines remuneration if offered, but may suggest a donation to the college toward scholarships.)

**Supervisor:**

1. The supervisor determines the number of job-related speaking engagements that are done during working hours. If the request is denied, the supervisor will explain the reasons to the employee.

September 9, 1991

*Adopted College Council*

June 7, 2006

*Revised*

May 24, 2016

*Revised by College Executive Administration*