**Guest Speaker Participation Form** (WBL coordinator to fill in own name and contact information)

XYZ High School has a #th-grade (subject) class that would like you to speak about your organization and potential careers. Guest speakers add relevance to classroom learning and are an important part of a multi-year program that enables students to learn about career opportunities and the education required to pursue them.

Presentation details:

* (Date), from X:XX a.m. to X:XX a.m. (Other schedule options may be available.)
* #th- grade (subject) class of ## students
* Topic of interest:

Please complete the following information and return it to (WBL coordinator name) by (response date). Please contact (him or her) if you have any questions. (He or she) will confirm your participation and send you more information to help you prepare.

|  |
| --- |
| Company/organization: |
| Industry/business type: |
| Address: |
| Main contact name: | Title: |
| Phone: | Email: |
| Speaker name and contact information (if different from main contact): |
| Please specify any audio-visual or other equipment needs: |
| Signature: |
| Work-based learning (WBL) coordinator name, phone, and email: |

Your support of work-based learning opportunities is a valuable complement to classroom learning and truly helps shape the lives of our students. Thank you!