

GREAT AMERICAN TEACH-IN

DATE _____

SCHOOL DISTRICT OF _____

NAME OF SCHOOL _____

GUIDELINES FOR PRESENTER: Name _____

Contact Information for Coordinator:

Great American Teach-In Coordinator _____

Email address _____

Cell phone number _____

School phone number: _____

School Address: _____

Driving Directions: _____

Cancellation/Substitute Presenter

Our Great American Teach-In committee has planned for your presentation on (date) _____. Therefore, if you must cancel your presentation, notify _____, the school **TEACH-IN** coordinator at _____. If at all possible, please make arrangements for a substitute presenter. If you make arrangements for an alternate presenter, also contact the school **TEACH-IN** coordinator at your earliest convenience.

Arrival at School:

Your presentation(s) will begin and end at _____.

Please arrive at school approximately _____ minutes early.

1. Sign in at the main office
2. Visit the hospitality room and be escorted to your presentation location
3. Make any other arrangements that might be necessary for your presentation.

School Board Policy:

Please be aware of the following policies:

- The Clean Air Act prohibits smoking on all school property.
- Advocating a particular political or religious point of view is not permitted.

THE GREAT AMERICAN TEACH-IN PRESENTATION TIPS

This information is designed to assist in the development of group presentations.

Typical Student Attention Span

- Limit your presentation to the allotted time of _____ minutes for elementary students.
- Limit your presentation to the allotted time of _____ minutes for secondary students.
- Use varied methods to deliver your presentation.

Other Information:

- Although most students are well-behaved, should misbehavior occur, defer disciplinary action to the teacher or other member of the school staff.
- Arrive promptly.
- Students may range in age from ____ to ____ years.
- Teachers and aides will remain with their students at all times.
- Your audience size will vary.