

AP 3320 - Speaking Engagements Before Community Organizations

**Chemeketa Foundation
and Office of Marketing
and Public Information:**

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 and Public Information.
3. Contacts organization directly to confirm arrangements.
Fulfills the engagement. (Declines remuneration if offered, but may suggest a donation to the Chemeketa Foundation 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; December 14, 2018

Revised by College Executive Administration