


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 250.1	
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		Last Revision Date:	10-18-11
Effective Date:		09-20-90	
Section:	Administration	Subject:	Speakers on Campus

PURPOSE

To provide learning opportunities to the College and community through guest speakers.

PROCEDURE

1. Prior to the event, a faculty member will notify the Associate Dean/Dean in writing with a copy to the Vice President for Academic and Student Services stating the speaker's name, subject matter, date, time and place of the guest lecture.
2. Prior to the event, AWC Club Advisors and/or staff will notify the appropriate Cabinet Member stating the speaker's name, subject matter, date, time and place of the guest lecture.