COLLEGE POLICY

Policy No. & Title:	**C-407 Guest Speakers**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-04-30

Purpose

To establish the guidelines and types of guest speakers at campus events, their recognition, and honoraria as may be appropriate.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Parts of this policy that speak to in campus activities do not apply to College students or employees who are completing their program through remote or online delivery.

Definitions

Honoraria: Notional gifts of limited monetary value presented to individuals to recognize them for their time and effort related to a College event or activity. Honoraria, according to CRA guidelines, are not to exceed $500 in total* for a given year to a single individual.

POLICY

General

1) Real world experience is important knowledge for the students to receive. As such, the College encourages its staff and instructors to arrange guest speakers for the students.
2) Guest speakers may have information to share related to just one class or something beneficial to the entire student population.
    a) If the guest speaker is for a specific class and/or a specific module, the event should be held in the course classroom.
    b) If the guest speaker is for a broader audience, the event should be held in the campus's largest public space available.
    c) Guest speakers are considered Campus Morale Outreach activities and must be recorded in XCAS.
3) The Campus Director/Remote Education Director, Reception, and Career Services must be advised of Guest Speaker visits.

Honoraria

4) Guest speakers should be provided with a token of appreciation (honoraria) for their time and effort. The College has several different marketing items that can be issued to guest speakers as gifts:
    a) College pens.
    b) College key chains.
    c) College mugs.
    d) College apparel/other marketing items (if appropriate).
5) Marketing items to be issued as gifts for guest speakers should be collected from the Administrative staff or Campus Director/Remote Education Director.
6) Each campus holds 1-2 graduation ceremonies each year. Each campus should have a least one inspirational guestspeaker who will attend and address the graduating class. This guest speaker should receive a gift purchased by the Campus Director/Remote Education Director. The budget for a graduation guest speaker gifts is $30.

Related Policies

C-425 Campus Outreach & Morale
C-417 Fundraising Events
A-199 Graduation

Supporting Documents/Forms

C-407p Guest Speaker – Procedure

**Exemptions apply to members of Indigenous groups residing on Treaty/Reserve Lands. Please consult with the provincial jurisdiction for the current exemption limit in your province.*