

External Presenter Application

Q1 Welcome!

Thank you for considering Dufferin-Peel Catholic District School Board (DPCDSB).

External speakers provide presentations, workshops, and/or information to our students, parents/guardians, and/or staff. The following information will help us consider the alignment of your messaging with our Catholic Board Improvement Learning Cycle (CBILC) and other board plans and priorities, and help support high quality learning opportunities while avoiding harmful outcomes.

Please note that **each topic or presentation requires a separate application**. Please provide as much information as possible - **applications with vague or incomplete information will be rejected**. The deadlines for applications are:

September 15

November 15

January 15

May 15

Applicants should expect a response between 4 to 6 weeks following the deadline. Only online submissions are accepted - no printed copies or emails.

NOTE: Speakers of Indigenous and Catholic Faith topics go through a different process. For speakers on Indigenous topics, contact the Indigenous Education Advisory Committee (IEAC). For Catholic Faith topics, contact the Program Department.

Q2 Please be advised that when an application is approved, the DPCDSB uses a Speaker Engagement Agreement to capture all of the terms, conditions and details of the speaker's engagement.

This Agreement will constitute the entire agreement between DPCDSB and the Speaker, and the Speaker **may not present, require, or utilize a separate agreement, contract, waiver or form of any kind respecting their booking**.

Q3 Please specify:

- I am an external applicant submitting an External Presenter application.
 - I am a Dufferin-Peel administrator making an expedited request.
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Q4 Please provide the following information. Please note that if you are charging a fee for your presentation and do not have insurance, your application will not be considered.

- Name of individual/organization/group

 - Contact name _____
 - Name(s) of presenter(s) - please include all prospective name(s)

 - Email address _____
 - Telephone _____
 - Address _____
 - Website _____
 - Topic of Presentation _____
 - GST # _____
 - Insurance Provider and Policy #

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Q5 Please specify the general topic area(s) of your proposed presentation. Select all that apply.

- Curriculum, Programming, or Course-Related topics
 - Community or Corporate (e.g., community projects/information, stakeholder engagement)
 - Equity, Inclusion, and Diversity
 - Mental Health, Well-Being, or Special Education
 - Social or Current Issues, Other topics not specified
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Q6 Please specify the deadline for which you are submitting your application.

- September 15
 - November 15
 - January 15
 - May 15
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Q7 As a publicly funded institution, great consideration will be given to costs associated with presentations. Are you charging a fee (\$) for your presentation?

- YES
 - NO
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Q8 What is the cost of your proposed presentation?

Applications with vague information (e.g., 'various costs') will be **rejected**.

Q9

Please note that if charging a fee, **approved presenters must have a Professional Liability or General Liability insurance. Failure to provide proof of valid insurance will revoke your approval.**

Please specify whether the prospective presenter is:

- A professional in a regulated occupation with Professional Liability insurance (e.g., mental health professional, lawyer)
 - A professional in a non-regulated occupation with either Professional Liability or General Liability insurance
 - A professional in a non-regulated occupation with NO General Liability insurance (Note that if approved, the presenter **must** have a current and valid Professional Liability or General Liability insurance to present at DPCDSB. **Failure to provide proof of insurance will revoke your approval**).
 - Other (please elaborate): _____
-
-

Q10

Insurance is preferred, but not required, for non-fee speakers (i.e., volunteers). Please specify whether the prospective presenter:

- has a General Liability insurance
 - does NOT have a General Liability insurance
-
-

Q11 Please complete the following information:

Time required _____

Target audience (e.g., grades, other demographic descriptors)

Q12 What is the format of your proposed presentation? Select all that apply.

- Presentation (e.g., PowerPoint, Zoom/Teams, lectures)
- Workshop (e.g., Professional Development, hands-on/interactive sessions)
- Performance
- Other (please specify):

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Q13 Do you have a current and valid Vulnerable Sector Screening/Criminal Backgrounds Check?

NOTE: Accepted applicants presenting to students must have a current and valid Vulnerable Sector Screening/Criminal Backgrounds Check in time for the presentation. **Failure to provide proof of valid Vulnerable Sector Screening/Criminal Backgrounds Check will revoke your approval.**

YES

NO

Q14 At Dufferin-Peel, we actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to: • First Nations, Métis and Inuit peoples, and all other Indigenous peoples; • members of groups that commonly experience discrimination due to race, sex, ancestry, colour, place of origin, or sexual orientation; • persons with visible and/or invisible (physical and/or mental) disabilities. Does the prospective external presenter identify themselves as a member of a group with historical and/or current barriers to equity? Please note that your response is **optional** and does not guarantee approval or rejection of your application.

- YES
 - NO
 - Prefer not to answer
-

Q15 Will you be discussing issues, experiences, or barriers related to equity, inclusion, racism, or cultural biases?

- YES
 - NO
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Q16 Please elaborate with details regarding related and relevant qualifications or experiences. Please include any relevant information or links to view the presentation.

Q17 Will you be discussing the histories, cultures, traditions of a particular ethnicity, religion, or race?

YES

NO

Q18 Please elaborate with details regarding related and relevant qualifications or experiences. Please include any relevant information or links to view the presentation.

Q19 Do you identify as a member of the group that will be discussed in your proposed presentation?

YES

NO

Q20 Please elaborate with details regarding related and relevant qualifications or experiences.



Q21 In what ways is the activity culturally sensitive and inclusive?

Q22 Please indicate the type of organization (select all that apply).

- Independent/individual
- Private company
- Charitable foundation (please include Charity Registration Number):

- Community-based
- Agency
- Not-for-profit corporation
- Other (please specify):



Q23 What are the goals/learning objectives of your presentation?

Q24 As you are aware, you are seeking an opportunity to share your services within a Catholic school board. Is your activity faith-based?

- Yes
- No



Q25 How will you ensure that our Catholic faith and beliefs are supported within your activity? Please elaborate on your response.

Q26 Please provide resources required related to your presentation (select all that apply).

- Audio-Visual (e.g., screen projector, mic)
- Space (please specify; e.g., gymnasium, classroom)

- Other materials (please specify)



Q27 Is there an opportunity to review your materials or otherwise view your presentation (e.g., attend a presentation, link to a video or materials) in advance? If so, please elaborate and provide all relevant links.

Q28 If you have materials for review, please upload your file here (e.g., PowerPoint, images/posters)



Q29 Will you be providing materials for parent/guardian awareness or consent? If so, please elaborate.



Q30 Will you be providing resources for teachers to facilitate in-class pre-presentation and follow-up discussions? If so, please elaborate.



Q31 What are your credentials or professional training?



Q32 Is the information you plan to share evidence-based or research informed? If so, please share evidence to support its effectiveness.



Q33 What are the success indicators?



Q34 Are you aware of the Decision Support Tool all school boards in Ontario are using to guide student mental health awareness and literacy activities? If so, what steps have you taken to align your work with the tool?



Q35 How have you considered risks for vulnerable students?



Q36 Are you planning to share sensitive lived experience related to your topic? If so, please specify and indicate what preparation you have done to minimize risks for yourself and the audience?



Q37 Will you be collecting any information from students during your presentation? If so, what will be collected?



Q38 Will you be promoting any materials during your presentation (e.g., books, resources, clothing)? If so, please elaborate.

Note: Sale of merchandise of any kind is strictly prohibited.

Q39 Have you provided the presentation to other school boards? If so, please provide contacts who can speak to the experience.

Q40 Who have you worked with in Dufferin-Peel on this content that we may contact? Please note that we may contact them for feedback.

Q41 To submit your application, please click Next below. To make changes, please click the Back button.