

# External Presenter Application

## Q1 Welcome!

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

External speakers provide presentations 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.

An **External Presenter** is someone invited by the school to share their expertise or interest in a subject or topic that would be beneficial for students, staff and/or parents. Their main purpose is to communicate their knowledge or experience and bring a fresh perspective to the discussion. **External Presenters** should be engaging and offer an enhancement to the student or staff learning experience.

**External Program Providers** are organizations or individuals that administer or deliver supplementary educational and/or training programs in a particular subject or general interest area. They usually include a set curriculum, delivered by a facilitator, and could include a variety of activities.

***External Program Providers are not reviewed by the External Presenters Review Committee.***

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 Is the main topic of your presentation/performance related to Indigenous Peoples?

Yes

No

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Q3 Is the main topic of your presentation/performance related to Faith and/or Morality?

Yes

No

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Q4 Since the main topic of your presentation/performance is related to Indigenous Peoples, please follow the process established through the DPCDSB Indigenous Education Advisory Committee (IEAC) by clicking on the link below.

[Indigenous Topics Application Form](#)

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Q5 Since the main topic of your presentation/performance is related to Faith and/or Morality, please contact the DPCDSB Religion and Faith Animator at 905-890-1221 for further details on your application.

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Q6 Members of the External Presenters Review Committee reviews proposals for external presentations **when referred and requested by a Principal** or other board employees when wishing to engage or use (i.e., one-time sessions delivered by external individuals, groups, or organizations outside of DPCDSB).

Submissions will be reviewed by the External Reviews Committee as appropriate. Refer to the [External Presenters webpage](#) for more information.

Name of **Principal/staff member requesting** the presentation:

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Tentative **date** of presentation:

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**Location** of presentation:

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Q7 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.

A Criminal Reference Check (CRC) with Vulnerable Sector Screening (VSS) within the past 6 months is a requirement of the agreement. Additionally, applicants must indicate whether or not they are covered by general or professional liability insurance (mandatory if charging a fee).

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.**

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Q8 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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Q9 Recognizing that topics may overlap, please select the general topic area that is **most relevant** your proposed presentation.

- 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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Q10 Please specify the deadline for which you are submitting your application.

- September 15
  - November 15
  - January 15
  - May 15
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Q11 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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Q12 What is the cost of your proposed presentation?

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

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Q13 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 (Please note that applicants with no professional or general liability insurance will not be allowed to continue the External Presenter Application process).**
  - Other (please elaborate): \_\_\_\_\_
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Q14

Thank you for your interest in speaking/presenting to students and/or staff at DPCDSB.

Since you do not hold professional or general liability insurance, you will not be allowed to continue the External Presenter Application process.

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Q15

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
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Q16 Please complete the following information:

Time required \_\_\_\_\_

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

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Q17 What is the format of your proposed presentation? Select all that apply.

Presentation (e.g., PowerPoint, Zoom/Teams, lectures)

Performance

Other (please specify):  
\_\_\_\_\_

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Q18 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.**

**Applicants presenting to students that have not begun the Vulnerable Sector Screening/Criminal Backgrounds Check process will not be allowed to continue the External Presenter Application process.**

YES

APPLICATION IN PROGRESS

NO

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Q19 Thank you for your interest in speaking/presenting to students and/or staff at DPCDSB.

Since you do not hold, or have not yet begun the process of holding, a valid Criminal Reference Check with Vulnerable Sector Screening, you will not be allowed to continue the External Presenter Application process.

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Q20 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
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Q21 Will you be discussing issues, experiences, or barriers related to equity, inclusion, racism, or cultural biases?

- YES
  - NO
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Q22 Please elaborate with details regarding related and relevant qualifications or experiences. Please include any relevant information or links to view the presentation.

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Q23 Will you be discussing the histories, cultures, traditions of a particular ethnicity, religion, or race?

YES

NO

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Q24 Please elaborate with details regarding related and relevant qualifications or experiences. Please include any relevant information or links to view the presentation.

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Q25 Do you identify as a member of the group that will be discussed in your proposed presentation?

YES

NO

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Q26 Please elaborate with details regarding related and relevant qualifications or experiences.

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Q27 In what ways is the activity culturally sensitive and inclusive?

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Q28 Please indicate the type of organization (select all that apply).

- Independent/individual
- Private company
- Charitable foundation (please include Charity Registration Number):  
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- Community-based
- Agency
- Not-for-profit corporation
- Other (please specify):  
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Q29 What are the goals/learning objectives of your presentation?

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Q30 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

Q31 How will you ensure that our Catholic faith and beliefs are supported within your activity? Please elaborate on your response.

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Q32 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)  

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- Other materials (please specify)  

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Q33 Please provide a detailed description of your presentation (e.g., summary, link to a video or materials).

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Q34 Please upload materials related to what you will be presenting, if available (e.g., PowerPoint, images/posters).

Q35 Will you be providing materials for parent/guardian awareness or consent? If so, please elaborate.

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Q36 Will you be providing resources for teachers to facilitate in-class pre-presentation and follow-up discussions? If so, please elaborate.

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Q37 What are your credentials or professional training?

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Q38 Is the information you plan to share evidence-based or research informed? If so, please share evidence to support its effectiveness.

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Q39 What are the success indicators?

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Q40 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?

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Q41 How have you considered risks for vulnerable students?

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Q42 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?

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Q43 Will you be collecting any information from students during your presentation? If so, what will be collected?

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Q44 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.

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Q45 Have you provided the presentation to other school boards? If so, please provide contacts who can speak to the experience.

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Q46 Have you been asked by someone in Dufferin-Peel to speak/present on this content and, if so, who? Please note that we may contact them for feedback.

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Q47 To submit your application, please click Next below. To make changes, please click the Back button.

Preview