


Academic Classroom Guest Speaker Contract Rubric

Criteria	Contract	Actions
<ul style="list-style-type: none"> • Zero dollars exchanged. • No recording and dispersal of presenter or presentation beyond or outside of the classroom. • Presenter owns all intellectual property. • Presenter will not use dangerous materials or demonstrate a dangerous activity. (e.g., fire, chemicals, welding) • No disruption to class or BSU activity if the presenter cancels or does not show. • Presenter will not use any BSU trademark covered property for their own use. • Presenter will not have access to any BSU or student data. 	<p>No contract is needed.</p>	
<ul style="list-style-type: none"> • Zero Dollars exchanged AND any of the following: <ul style="list-style-type: none"> ○ Class or other BSU activities would be disrupted if presenter cancels or does not show. ○ Presenter or presentation will be recorded and dispersed outside of the classroom. ○ BSU retains some form of ownership of the intellectual property of the presenter. 	<p>Use Zero-Dollar Guest Speaker Contract. (Word doc.) Link</p>	<ul style="list-style-type: none"> • Complete contract template • Email copy to Guest for signature. • Submit copy of signed contract to Guest Speaker, keep one copy for your records, and send one copy to the Business Office.
<ul style="list-style-type: none"> • Dollars, stipends, honorariums, goods, allowances, reimbursements, or anything of value is paid to presenter. AND/OR • Presenter will use dangerous materials or demonstrate a dangerous activity. AND/OR • Presenter or presentation is controversial or may engage in any obscene behavior, or entice patrons to engage in violent, destructive, or riotous behavior. 	<p>Use Marketplace Guest Speaker Contract (Value must be less than \$3000.)</p>	<ul style="list-style-type: none"> • Contact the contract support person for your department at least 6 weeks prior to the date of event. <ul style="list-style-type: none"> ○ Provide support person with contract details. • Notify guest speaker that they must become a vendor and sign a contract. • If Guest is a State employee, an *Intra-Agency or an ^Inter-Agency Agreement must be used instead of the Guest Speaker Contract, depending on their state agency of employment. (e.g., *MinnState, ^DNR, DoC, MDH, etc.)