



Inviting a Guest Speaker

Bringing a guest to speak to your club is a great way to enhance the educational principles of the Global Minds Initiative. Guest speakers bring real-world experience and expertise to your students, as they work to understand how the educational pillars of Global Minds take shape in their own community. In this document, you'll find some best practices to consider when inviting a guest speaker, as well as some ideas of guest speakers based on educational areas.

Tips/Best Practices:

1. Know your city's organizations and public figures!

Do some research to find what and who is available to you in your city. Think about possible nationally or internationally known organizations that might have a presence in your community (ex: AmeriCorps, Peace Corps, Red Cross, religious or cultural coalitions, refugee groups and coalitions, activist groups, women's organizations, LGBTQ+ groups), as well as public figures who might want to reach out to a school group (ex: a mayor, senator, congressmen, public defender or lawyer, or the head of a local non-profit or service-related organization). A quick visit to your city's municipal or state website could provide you with a complete list of public organizations, non-profits, or groups in your city, as well as public figures and their offices or the services they might offer to school groups.

Remember - stick with speakers that could represent the same ideas and values as Global Minds! Think about good role models for your students or peers, what do they look like?

2. Think outside the box!

Sometimes interesting speakers can be found in the strangest of places! Consider other resources available in your city, such as museums, conservancies, performance halls, theaters, etc. Look into what these organizations can offer your group. Many museums, conservancies, or performance halls offer guest speakers or have employees whose job is to work with education groups.

3. Know your school's limitations or requirements!

Before you make arrangements to bring a guest speaker to your group/school, make sure you're familiar with your school's policies and/or limitations on bringing in an outside group and/or person. If the school requires any paperwork to complete, be sure it is completed prior to the project beginning. Also, be sure to check out your school's policies on supervision, and

parental awareness (ex: are permission forms needed for a student to attend a guest speaker's lecture - even if it is happening at their school? Do parents need to be notified that an outside speaker is coming in?).

4. Follow up!

Once a guest speaker has come in to talk to/work with your students, be sure to follow up the event with some type of a thank you (a card signed by students, an email, a letter, etc.). Also, if you feel the event went well, and is something you'd like to continue, be sure to trade contact information with the speaker and/or the contact in charge of booking the speaker so that you can continue the relationship in future years. Keep those connections alive!

Sample Introductory Email:

To Local Contact (if listed) or Whom It May Concern:

I am currently involved with an international school-wide organization known as The Global Minds Initiative. The school-wide Global Minds clubs aim to change the typical high (or middle) school atmosphere by promoting acceptance, understanding, and global perspectives. We participate in after-school activities based on educational pillars such as sustainability, cultural/individual identity, human rights, and confronting conflicts. These activities encourage students to work together, and to make a difference in their community.

I found ___(name of org)_____ on ___(name of site)____, and I was extremely interested in the work the group has been doing with _____(insert what they do)____. I wanted to send this message in the hopes of arranging for a guest speaker for my students from ___(name of org)____, because _____(describe why you chose this org)_____. Again, since one of our big goals is to get students more active and involved in the communities that they call home, I am looking to bring in guest speakers with real-world experience to give students a more enriching experience.

Thank you,

___(your name here)_____

___(contact phone number)_____

___(contact email address)_____

Guest Speaker Ideas

Sustainability

1. Chairman of a local green initiative or organization
2. A mayor or public figure
3. An environmental engineer
4. An architect
5. A city planner/designer

Cultural/Individual Identity

1. Chairman of a local LGBTQ+ organization
2. Chairman of a local cultural center or group
3. A museum or art curator
4. Chairman of a local refugee organization
5. A refugee living locally

Human Rights

1. A holocaust survivor
2. A state senator or congressman
3. A public defender/lawyer or a member/lawyer for the ACLU or a human rights group
4. Chairman of a local women's organization and/or events
5. Chairman or leader of a local health organization

Conflict and Resolution

1. A public defender/lawyer or a member/lawyer for the ACLU or a human rights group
2. A state senator or congressman
3. A veteran
4. A curator of a local history museum
5. A chairman of a local activist group

