

Guest Speaker Agreement

Instructions for Use

Step One

- a. Confirm that the Guest Speaker is not a current STC employee or a former STC employee who left STC within 12 months of the Engagement Date.
- b. In the first section of the Agreement, please include the Guest Speaker's full legal name as it appears on the Speaker's W-9 tax form. *The Agreement must be between STC and the person or business entity to whom STC is making the payment as shown on the W-9.*
- c. Provide the contact information, including email addresses, in box 6.2.
- d. In the signature box at the end of the Agreement, include the name of the person signing on behalf of the Guest Speaker (which will be the Guest Speaker him-/herself if doing business as an individual person); include the title of that person if he or she is signing on behalf of a business entity.
- d. If the amount of the Agreement is less than \$1,000.00, include the name and title of the Financial Manager who will sign the Agreement on behalf of STC. (If the amount is greater than \$1,000.00, the STC President must sign; however, the Financial Manager and other STC personnel **may** sign as well if required by specific Departmental policies; additional signature blocks can be added for this purpose.)
- e. Complete Attachment "A" including:
 - The Engagement Date if the Guest Speaker is providing services on one day only **OR** the Commencement Date and the Termination Date indicating the beginning and the end of the relationship for a multi-day engagement. (You may mark as "Not Applicable" the option that does not apply.)
 - A complete description of the Services including whatever information you may have such as the topic(s) and the dates, times, duration and locations of the lecture/presentation.
 - The fees that will be paid.
 - If any expenses will be reimbursed (and often they are not), these must be explained and a fixed amount must be included. If not, you can mark this as "Not Applicable."
 - The Total Not-to-Exceed amount showing the total of the fees and expenses, if any.
- f. Share your draft of the Agreement with the Guest Speaker for his or her review; make any necessary revisions.

If you have any questions about or would like help with the completion of the forms, please do not hesitate to contact Todd C. Nelson (tnelson2@southtexascollege.edu).

Step Two

- a. Make arrangements for the Guest Speaker to:
 - sign and date the Agreement and initial the bottom of Attachment A
 - read and initial boxes 12.1 and 12.2
 - fill out and sign a W-9 form
 - provide any additional information that may be required such as references or a CV

(If the Guest Speaker has provided the W-9, references or CV within the fiscal year to which this Agreement applies, he or she does not need to provide them again.)

Step Three

At your option, you may:

- i) mail or deliver a paper copy of the Agreement and other forms to the Speaker; or

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- ii) send the documents as an email attachment for the Speaker to print, sign/date, etc.; or
- iii) have the Speaker sign/initial/date the documents in your office.

The Guest Speaker should return the original documents (signed, initialed and dated) by mail or personal delivery; however, if time is of the essence, the Speaker may scan and send them as an email attachment and then provide the originals at a later date.

- b. When you have the Agreement as well as all of the other required documents, route them to the Purchasing Department, *attn. Todd C. Nelson*, for final review and execution by STC after which a fully executed copy will be sent or delivered to the Speaker. (If the Guest Speaker would like a fully executed original Agreement, he or she should provide two signed/initialed/dated originals so that STC can sign and date both sets and return one to the Speaker.)