



HCJPD FACILITES ONE TIME SPEAKER REQUEST FORM

*This form is to be used for a one-time speaking engagement or a special event and shall be submitted to the **Resource Liaison** or **Designee**.*

*Please scan or email the completed form to the corresponding facilities **Resource Liaison** or **Designee**.*

Name of Event/Program:	Kairos Torch - KPMI	Date of Event:	11/16/2025
Event/Program Location:	Harris County Leadership Acadeamy		
Program Coordinator:	Juan Guzman III	Telephone #:	713-222-4635

HCJPD POLICY ACKNOWLEDGEMENT

By initialing below, I acknowledge and agree to adhere to the following policies during my speaking engagement or performance.

I understand the probation/detention status of HCJPD youth are confidential.	Initials:
I understand cameras and audio/video recording devices are prohibited in the facility/program.	Initials:
I understand I may not be unsupervised with any youth while in the facility/program.	Initials:
I understand and read the Video Sessions/Dress Guidelines listed on attachment " A ".	Initials:
I understand I may not bring any personal items into a HCJPD secure facility.	Initials:
I understand HCJPD client/family programs are not to be advertised or open to the general public.	Initials:
I understand that my sessions can be canceled if the following above policies are not adhered to.	Initials:

EXEMPTIONS TO FILLING OUT FORM

- If it can be verified that you are currently in the **HCJPD SHAREPOINT BACKGROUND TRACKER DATABASE**, a Facilities One Time Guest Speaker Form is not required.*

SPEAKER SIGNATURE AND DATE

Speaker's Printed Name

Speaker's Signature

Date Signed

Facility Administrator

Date Signed

Approved: ☐

Resource Liaison

Date Signed

Denied: ☐

VERIFIED SPEAKER IS CURRENTLY NOT IN HCJPD SHAREPOINT BACKGROUND DATABASE ☐

SPEAKER CONTACT & PRESENTATION INFORMATION			
Speaker's Name:			
Agency/Organization:		Job Title:	
Speaker's Address:			
Phone Contact #:		Email:	
Presentation Title:			
Presentation Length:			
PRESENTATION SYNOPSIS			
<i>Describe below in detail a synopsis of the proposed speaking session. Describe the presentation objectives and what the youth will learn from the presentation. If you are here to attend a facility event, please list the event below.</i>			
Guest Attending Closing Ceremony			
SPEAKERS CREDENTIALS & EXPERIENCE			
<i>Please describe below your professional credentials, training, education and/or life experiences that relate to your knowledge of the subject you are speaking about (may attach Resume or Professional Vitae). Explain how your story can impact the youth.</i>			

ATTACHMENT A

Rules for Conducting Video Sessions/Presentations and Dress Guidelines with HCJPD Youth

- Individuals conducting Video Sessions/Presentations with HCJPD youth must have approval from the Director of Residential Services or their designee, “**Facility Administrators**”.
- Video Sessions/Presentations may only be conducted, viewed, and heard by approved HCJPD individuals, who have completed the “**Facilities One Time Speaker Form**”. When conducting a Video Session/Presentation from the home or office it must be in a private area free of other individuals to ensure youth privacy laws/policies are not violated.
- Presenters are prohibited from taking screen shots or recording video/audio of HCJPD youth while conducting Video Sessions/Presentations.
- The background view of the video camera must be free of any item or artwork deemed inappropriate for children or item that could be considered controversial, best practice is a neutral and item free background.
- Dress while conducting Video Sessions/Presentations with HCJPD youth, should follow the same guidelines required when “**presenting in person**”. Which includes:
 - No short dresses or skirts (*no-skirts shorter than 6 inches starting at the middle of the knee*)
 - No halter tops, tank tops, or midriff tops
 - No see-through or tight shirts, pants, or dresses
 - Open toed shoes (*while at HCJPD Facilities*)
 - No symbols depicting alcohol, tobacco, nudity, drugs, or gangs.

Any questions concerning dress should be addressed with HCJPD Staff
- Presenters may not eat or smoke while conducting Video Sessions/Presentations with HCJPD youth.