

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 18 (Rev.)
November 30, 1993

SUBJECT: FORUM AND LECTURE PROGRAM

- I. Definition of Forums and Lectures
- II. Procedures to Follow
- III. General Information

This revision supersedes the bulletin of the same number issued on August 26, 1988. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. DEFINITION OF FORUMS AND LECTURES

Forums are classes in public affairs dealing with political, economic, and social issues and require an opportunity for active participation by enrollees.

Lectures are classes dealing with topics other than public affairs.

II. PROCEDURES TO FOLLOW

A. Form 8021G - Request for Personnel Action (Greenie)

Form 8021G, Request for Personnel Action, is to be submitted in quadruplicate at the time State Form A-14 is sent to the Central Office. Processing cannot begin until the assignment request is received.

B. Form A-14

- 1. Submit one Form A-14.
- 2. "Instructor in Charge" must be a credentialed person. If the lecturer is not credentialed, a certificated school staff person should be listed as the instructor in charge. A lecturer, if not credentialed, is limited to four lectures in any one school each semester.
- 3. The lecturer's full credential name (not payroll name) should be listed on the request.
- 4. If it is necessary to correct an original request, submit a new set of forms.
 - a. One copy of the supplemental information form should accompany the corrected request.
 - b. Four copies of Form 8021G (Greenie) should accompany the corrected request.
- 5. If a series is canceled, submit one Form 8021G (Greenie) indicating cancellation.
- 6. Forum and Lecture Series requests must be in the Central Office at least two weeks prior to the first lecture.

C. Supplemental Information Required for Forum and Lecture Programs

One copy must be attached to Form A-14 for each Forum or Lecture Series. Item 10 on this Form (biographical information on lecturer) may be omitted if lecturer has been currently lecturing in the school district.

D. Branch Location Request

If a lecture series is to be held at a location other than the parent school, the division policy concerning branch location requests must be followed.

E. New Lecturers

When submitting requests for new lecturers, the following additional forms are needed. These may be secured from the Division Central Office by telephoning (213) 625-4632.

1. Name and Address Card, Form 8201-11
2. Oath of Allegiance or Support Form.
3. Certification of Information Form
4. Form W-4, Federal Tax Withholding.
5. State of California Employee's Withholding Allowance Certificate.
6. Los Angeles Unified School District Warrant's Recipient Designation Form

F. Lecturers who have not been employed during the previous school year must resubmit the following forms for payroll purposes:

1. Name and Address Card, Form 8201-11
2. Form W-4, Federal Tax Withholding.
3. State of California Employee's Withholding Allowance Certificate.

III. GENERAL INFORMATION

A. Fees Paid to Lecturer

The remuneration for each lecture series will be determined in advance between the lecturer and the school administrator. The average lecturer is paid \$50 - \$60 per lecture. The maximum fee authorized by the Assistant Superintendent is \$100 per lecture. This fee is to be paid to lecturers possessing unique qualifications and abilities.

B. Number of Lectures Allowed

Lecturers are limited to five lectures in any one week. This limit applies only to lectures presented in the Los Angeles Unified School District schools and centers.

C. Budget

Lecture series are funded with regular adult education monies within the authorized school budget.

D. Attendance

Minimum attendance standards, as identified in the Los Angeles Unified Schools- UTLA contract, will be observed.

For assistance, please telephone Dale McIntire, Coordinator, Adult Education Services Unit at (213)625-4632.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Career Education**

DISTRIBUTION: Schools and Offices, Division of Adult and Career Education

[Search For Another DACE Bulletin](#)

[DACE Home Page](#)