



COMMUNITY-BASED SERVICE & LEARNING

GUSTAVUS ADOLPHUS COLLEGE

Guest Speaker Services Contract for Community-Based Learning Classes

First and Last Name of Guest Speaker _____

Guest Speaker's Affiliation _____

Guest Speaker Contact Information:

Email _____ Phone _____

Community-Based Learning Class Number and Title

Instructor's Name _____

Instructor's Department _____

Guest Speaker Presentation Date(s) and Times (s)

Honorarium amount to be paid to Guest Speaker _____

☐ Mileage included in Honorarium

☐ Mileage to be paid in addition to Honorarium

Required

☐ IRS Form W-9 must be received by the Finance Office before payment will be issued.

Please send completed W-9 to:

Gustavus Finance Office
800 W. College Avenue
St. Peter, MN 56082

Terms: To be paid within 60 days of completion of services described in this contract.