



THE ROMAN CATHOLIC
Diocese OF Helena

Outside Speaker/Presenter Request

For best results use Adobe Reader



Speakers/Presenters cannot be permitted to function without prior clearance from the Chancery of the Diocese of Helena.

Presenters who have an official assignment in the Diocese of Helena do not need to seek clearance.

All other speakers/presenters, whether they are from the Diocese of Helena or elsewhere (cleric, religious, or lay-person) require Diocesan approval and proof of up-to-date Safe Environment training.

Submit completed requests to the Chancery at least *two months* prior to planned events/presentations to:

Attention: Outside Speaker Request
P.O. Box 1729
Helena, MT 59624-1729

1. Requesting Party

Requester Name:

Requester Parish:

Requester Mailing
Address:

Requester Email Address:

Requester Phone:

2. Speaker/Presenter Contact Information

Speaker Name:

Speaker's Parish/Diocese/Organization:

Speaker Mailing Address:

Speaker Email:

Speaker Phone:

3. What qualifies this individual to present on the topic?

4. Event Information

Event Name:

Event Focus:

Event Date(s):

Event Location(s):

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5. Safe Environment Requirement (Required of all Speakers/Presenters)

Letter from home diocese/religious order showing compliance with a Safe Environment Training Program (Virtus, or equivalent).

Attached ☐

Please complete the section below that applies to the speaker/presenter listed on page one.
Attach the appropriate required document and check the corresponding box.

6. Fill only if Speaker/Presenter is a Layperson

6a. Catholic Layperson, Required Attachment: Recent (last 6 months) letter from pastor, or diocesan representative stating that the presenter is a Catholic in good standing.

Attached ☐

Layperson's Diocese:

Diocesan Contact's Name:

Diocesan Contact's

Mailing Address:

Diocesan Contact's Email:

Diocesan Contact's Phone:

6b. Non-Catholic Layperson, Required Attachment: Updated (last 6 months) speaker's Curriculum Vitae or recommendation letter from an associated professional.

Attached ☐

7. Fill only if a Speaker/Presenter is a member of a Religious Order (not a priest/deacon)

Religious Presenter Required Attachment: Recent (last 6 months) letter from Superior/Order stating that Religious is in Good Standing.

Attached ☐

Order/Community/Society:

Superior's Name:

Superior's

Mailing Address:

Superior's Email:

Superior's Phone:

8. Fill only if Speaker/Presenter is a Priest or Deacon

Priest or Deacon Presenter Requirement: Recent (last 6 months) letter from Diocese or Superior stating that Priest or Deacon is in good standing.

Attached ☐

Priest/Deacon's Diocese:

Diocesan Contact's Name:

Diocesan Contact's

Mailing Address:

Diocesan Contact's Email:

Diocesan Contact's Phone:

9. Request Submitted on (date):

Office Use Only:

Name [print] (Diocese of Helena Priest/Administrator/Diocesan Officer):

Signature (Diocese of Helena Priest/Administrator/Diocesan Officer):

Today's Date: