

# REQUEST TO POST MATERIALS

Auburn School District  
915 Fourth Street N.E.  
Auburn, WA 98002-4452

Contact: Steve Steffy

PHONE (253) 931-4920

Email: [ssteffy@auburn.wednet.edu](mailto:ssteffy@auburn.wednet.edu)

FAX (253) 931-4994

*Auburn School District recognizes that non-profit organizations may want to distribute materials in the school district that are non-curricular but that have social, recreational or educational value for students. Any non-profit group wishing to distribute informational material must first submit, to the superintendent or a designee, a copy of the material and a statement of the educational value the program provides to students.*

Board policy No. 4060

## Instructions

1. Complete the Request Form. **All requests must be received two weeks before the requested posting date and must include the district disclaimer (below) unless sponsored by the Auburn School District.**
2. Submit **both items together** (Request Form and a copy of the poster you wish to have approved) to Steve Steffy at the email address above for approval.
3. Once reviewed, you will receive the decision via email.

**\*\* Do not proceed with the following until you have received approval \*\***

Deliver poster(s) to the Administration Building front desk (915 Fourth St. NE, Auburn) *at least one week* before the requested posting date, as our schools are set up on a week-long delivery cycle. (Please mark materials, *Attention: Posted Materials*)

**AUBURN SCHOOL DISTRICT DISCLAIMER: (may be copied/pasted or retyped)**

This event/activity is NOT being sponsored by the Auburn School District and the district assumes no responsibility for the conduct at, or safety of, the event/activity. In consideration for the privilege to distribute these materials, the school district shall be held harmless from any cause of action, claim, or petition filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees, and judgments or awards.

**DISCLAIMER MUST APPEAR ON ALL POSTINGS OR YOUR REQUEST WILL BE DENIED**

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**REQUEST TO POST MATERIALS**

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Date: Requested: \_\_\_\_\_ Posting Date: \_\_\_\_\_

Company/Group Name: \_\_\_\_\_ Non-Profit?  YES or  NO

Contact Person: \_\_\_\_\_

Contact Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Website address: \_\_\_\_\_

Description/Title of Materials to be Posted: \_\_\_\_\_

Special Instructions/Requirements: \_\_\_\_\_

<b>District Approval</b> _____	<b>District Denial</b> _____
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**Schools Included in Posting:** Check *school groups* in **bold italic** or individual schools

- |  |   |
|--|---|
| <input type="checkbox"/> <i>All Schools</i>              | <input type="checkbox"/> Alpac Elementary             |
| <input type="checkbox"/> <i>All Elementary Schools</i>   | <input type="checkbox"/> Arthur Jacobsen Elementary   |
| <input type="checkbox"/> <i>All Middle Schools</i>       | <input type="checkbox"/> Chinook Elementary           |
| <input type="checkbox"/> <i>All High Schools</i>         | <input type="checkbox"/> Dick Scobee Elementary       |
|  | <input type="checkbox"/> Evergreen Heights Elementary |
|  | <input type="checkbox"/> Gildo Rey Elementary         |
| <input type="checkbox"/> Auburn High School              | <input type="checkbox"/> Hazelwood Elementary         |
| <input type="checkbox"/> Auburn Mountainview High School | <input type="checkbox"/> Ilalko Elementary            |
| <input type="checkbox"/> Auburn Riverside High School    | <input type="checkbox"/> Lakeland Hills Elementary    |
| <input type="checkbox"/> West Auburn High School         | <input type="checkbox"/> Lake View Elementary         |
| <input type="checkbox"/> Cascade Middle School           | <input type="checkbox"/> Lea Hill Elementary          |
| <input type="checkbox"/> Mt. Baker Middle School         | <input type="checkbox"/> Pioneer Elementary           |
| <input type="checkbox"/> Olympic Middle School           | <input type="checkbox"/> Terminal Park Elementary     |
| <input type="checkbox"/> Rainier Middle School           | <input type="checkbox"/> Washington Elementary        |