

REQUEST TO POST MATERIALS

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

Contact: Deyanna King

PHONE (253) 931-4920

Email: djking@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 Deyanna King 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

Auburn School
District

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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: _____

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

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

