



# Request to Post Materials

Contact: Karen Sain

Phone: 253-931-4920

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

*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 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 education value the program provides to students.*

Board policy No. 4060P

## 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 **Karen Sain** via email.
3. Once reviewed, the decision will be returned via email and the school buildings will be notified that you have received approval.

**\*\* Do not proceed with the following until you have receive an approval response**

Poster must deliver materials to the school buildings in which you received approval to post at least one week prior to posting date.

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

*"The district does not sponsor this event and the district assumes no responsibility for it. In consideration of the privilege to distribute materials, the Auburn District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney's fees and judgments or awards."*

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



# Request to Post Materials

**Contact: Karen Sain**

**Phone: 253-931-4920**

**Email: ksain@auburn.wednet.edu**

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

Company/Group Name: \_\_\_\_\_ Non-Profit  Yes or  No

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

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

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

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

District Approval _____	District Denial _____
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**Schools Included in Posting:** Choose by school groups *or* individual schools

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