



Request to Post Materials

Contact: Karen Sain

Phone: 253-931-4920

Email: 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. 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 **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**

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

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

This event/activity is NOT 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 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 judgements or awards.

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



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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 _____

Schools Included in Posting: Choose by school groups *or* individual schools

All Schools

All Elementary Schools

All Middle Schools

All High Schools

Auburn High School

Auburn Riverside High School

Auburn Mountainview High School

West Auburn High School

Cascade Middle School

Mt. Baker Middle School

Rainier Middle School

Alpac Elementary

Arthur Jacobsen Elementary

Bowman Creek Elementary

Chinook Elementary

Dick Scobee Elementary

Evergreen Heights Elementary

Gildo Rey Elementary

Hazelwood Elementary

Ilalko Elementary

Lakeland Hills Elementary

Lake View Elementary

Lea Hill Elementary

Pioneer Elementary

Terminal Park Elementary

Washington Elementary