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

Ryan Foster, Associate Superintendent of Principal Leadership & School Programs
James P. Fugate Administration Building • 915 Fourth Street NE • Auburn, WA 98002-4499 • 253-931-4920
# Request to Post Materials

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**Phone:** 253-931-4920  
**Email:** ksain@auburn.wednet.edu

<table>
<thead>
<tr>
<th>Date Requested: ______________________</th>
<th>Posting Date: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Group Name: __________________</td>
<td>Non-Profit</td>
</tr>
<tr>
<td>Contact Person: ______________________</td>
<td>Contact Phone: _____________________</td>
</tr>
<tr>
<td>Email: ______________________________</td>
<td>Website: ___________________________</td>
</tr>
<tr>
<td>Description of Materials to be Posted:</td>
<td>_____________________________________</td>
</tr>
<tr>
<td>Special Instructions/Requirements: ____________________________</td>
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</tbody>
</table>

**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