



Continental

Elementary School District #39

District Administration Office

Required process to display, post, or stack information and/or materials in or on school district property. (As dictated by Continental School District #39 Policy KD © Public Information and Communications)

- 1) Please read carefully all of the conditions and stipulations on the request form. The main stipulations are as follows:
 - a. No profit-based literature solicitation or promoting participation in events are allowed.
 - Any charges for the instruction/activities will be based on and *not exceed* the cost of providing the instruction/activity.
 - b. A disclaimer is required on all materials.
 - *“This event is neither sanctioned nor sponsored by the Continental School District. It is provided as a community service.”*
- 2) Submit the completed and signed request form, along with a copy of the materials you wish to have displayed, posted, or stacked to the District Administration Office. All these items must be turned in to the middle school/district office.
- 3) The Principal will review the request form and materials requested to be displayed, posted or stacked.
- 4) Once the items have been reviewed, you will be notified either by phone, fax, or e-mail. **Please do not pre-copy any of your materials prior to approval.** Once approved, it will be signed or stamped indicating official approval. We highly recommend that you not mass produce any information until the original has been stamped or signed by the district.
- 5) If approved, you will need to deliver your officially stamped materials to the middle school office for display, posting and/or stacking.

Continental School District Will Provide A Community Environment In Which All Individuals Are Challenged To Achieve Excellence In Academics, Character And Life Skills.

1991 E. White House Canyon Road
P. O. Box 547
Green Valley, Arizona 85622-0547
Telephone: 520.625.4581
Fax: 520.648.2569
<http://www.continentalesd.org>



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Elementary School District #39

District Administration Office

REQUEST TO DISPLAY, POST OR STACK INFORMATION/MATERIALS IN OR ON
SCHOOL DISTRICT PROPERTY

Date: _____

Name of Organization/Group: _____

We wish to display, post or stack promotional materials on the following dates: (Not to exceed one (1) month)

Month _____ Date(s) _____ Year _____

There [] will [] will not be a charge for the instruction/activity (Please see condition one (1) listed below.)

Our organization [] is [] is not a 501c3 organization.

The person who may be contacted, if necessary, about the content of this literature, by the school, parent, or other recipient of information is:

Name: _____

Address: _____

Contact Information:

Phone _____ Other _____ E-Mail _____

I/We hereby assure the school that the organization will:

1. Agree that any charges for the instruction/activity will be based on, and not exceed, the cost of providing the instruction/activity;
2. Not use fighting words, obscenities, defamatory speech, or encourage disruption of the educational environment;

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3. Not provide representations or visuals that are inappropriate as described in *The Children Internet Protection Act*;
4. Remove the material on a date certain not more than one (1) month after it has been displayed/posted/stacked or five (5) days after the activity begins, whichever is earlier;
5. Separate and bundle materials as needed for distribution. (Ex. class, grade, etc.)
6. Label all materials with the name of the sponsoring organization;
7. Provide the name, address and telephone number of the local representative for the organization prominently on the promotional material;
8. List the following statement on all materials:

“THIS EVENT IS NEITHER SANCTIONED NOR SPONSORED BY THE CONTINENTAL SCHOOL DISTRICT. IT IS PROVIDED AS A COMMUNITY SERVICE.”

9. Have an authorized representative of the organization sign the written assurances;
10. DO NOT PRE-COPY. Once approved, it will be signed or stamped with the official approval. We highly recommend that you not mass produce copies until the original has been stamped or signed by the district.

The promotional material (along with this assurance from affirming compliance) must be submitted to the Principal’s office at least two (2) weeks prior to the requested date(s).

Printed Name _____
(With title of organization representative)

Signature _____ (Organization Representative)

FOR SCHOOL USE ONLY

Date _____

Principal _____

Action:

_____ Approved
 _____ Denied or requested alternation for the following reason(s):

