

Pattonville School District

EPS Code: KI/KJ-E

District Code: New

Pattonville School District

Application for Authorization to Announce, Post and/or Distribute Materials to Students

I. Application

All organizations must complete the following information for the superintendent or superintendent's designee to approve materials to be posted and/or distributed to students in the Pattonville School District

Name of your organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Telephone(include area code) \_\_\_\_\_ Fax(include area code) \_\_\_\_\_

Is your organization non profit  or for-profit  ?  
(Required – attach a copy of your 503c tax-exempt letter if non-profit.)

Submitted by (your name and position) \_\_\_\_\_

Your e-mail address \_\_\_\_\_

Topic of flyer \_\_\_\_\_

Locations: Districtwide  Individual school(s)  Employees only

Specify individual schools \_\_\_\_\_

You must attach a copy of materials you want posted or distributed to Pattonville students and/or employees. You may fax your materials to Mickey Schoonover at (314) 213-8625 or mail them to her at Pattonville School District, 11097 St. Charles Rock Road, St. Ann, MO 63074.

II. Agreement

I understand that all materials to be announced or posted must be limited to the following information: name of organization and/or activity, meeting time, location, cost of participation, contact person and phone number for more information. Materials may also list a brief, factual listing of activities that will take place at the event. Written announcements must be printed on a sheet of paper no larger than 8 1/2 by 11 inches. I understand that all materials to be announced, posted or distributed to students or staff in the Pattonville School District must contain the following disclaimer:

The (insert your organization's name) is independent of and not affiliated with nor sponsored by the Pattonville School District or the Pattonville Board of Education. The views, opinions and programs of the (insert your organization's name) therefore do not necessarily represent those of the Pattonville School District.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Your Signature

Adopted: March 9, 2004