

**OUTSIDE MATERIALS REQUEST FORM**

It is the policy of the Santee School District Board of Education to approve materials being made available to students and parents, which are in the best interest of students of the Santee School District.

To submit materials, please read the following qualifications and directions.

1. *Informational materials must be submitted for District approval at least 2 weeks prior to the event deadline. Materials will be posted to the website only once each week.*
2. *Approval may be granted to organizations that are school-or agency-sponsored, organized for charitable, educational, character-building, and nonprofit which have been granted tax exemption (501(c)3) by the Internal Revenue Service. Materials which relate to profit-making organizations and/or commercial endorsements will not be approved.*
3. *All informational materials shall bear contact information of the sponsoring group and information pertaining to good planning, appropriate supervision, and the specific content of the program or activity.*
4. *All materials must contain the statement: "**The School District does not support, sponsor, supervise, or endorse this activity, event, or information**" in bold print and type point at least as large as the majority of the other print in the material.*
5. *In support of equity for all students, any materials approved offering activities for which a fee is charged will provide scholarship information and/or financial assistance when available.*
6. *A name and telephone contact number shall be provided to the Superintendent or Superintendent's designee.*

**Instructions:**

Complete the following information and attach (1) copy of the exact informational materials. **Following approval, the District will post your information item on a web page linked to the Santee School District home page.** If desired, your organization is responsible to deliver a small supply of your approved informational materials to each school site. When delivering to school sites, you must show the school office secretary the "approved" copy of your flyer and/or bulletin upon delivery.

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose of Bulletin/Poster: \_\_\_\_\_

***I certify that the organization I represent meets the criteria as stated above.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(For Office Use Only)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent or designee

Disapproved: \_\_\_\_\_

Comments and/or contingencies: \_\_\_\_\_

Administration proposes three levels of flyer distribution procedures developed for the Board's review and commentary:

**Level 1. Community Organizations:** (No change in distribution practices for these flyers.) Flyers from local community organizations and official long-standing non-profit organizations in our greater San Diego community such as the YMCA, City of Santee, Boys and Girls Club, and others, would be distributed in the same way they always have been, to be taken home by students. The District's internal information such as parent notifications, handbooks, and emergency materials are also under this level.

**Level 2. Flyers from Non-profit Organizations:** Flyers from non-profit organizations will not be distributed in hard copy to students, but will be electronically scanned and placed on the District website. The Executive Assistant has a list of these types of flyers, as most are distributed annually. A supply of flyers from these agencies will be placed in display racks and in visible locations in school offices for parents. We will send a letter out to these vendors and provide them with the new procedures which will include a two-week deadline to send them to the Executive Assistant's office so she can scan the materials. Once received and scanned, administration will place these items on our District web site by category: Sports, Fun, Educational, Parent Workshops, et cetera... Parents who don't have Internet access can request flyers by hard copy or can retrieve them from the school rack. Parents will be pre-informed about this choice.

**Level 3. Miscellaneous Flyers:** These flyers will be scanned and placed on the District website only and will not be placed in the school display rack.