

**SANTEE SCHOOL DISTRICT**  
**9625 Cuyamaca Street**  
**Santee, CA 92071-2674**  
**(619) 258-2304**

**Instructions for Organizations Outside Santee School District**  
**For Submitting Informational Materials for Students**

All materials made available to students must follow the guidelines listed below and be approved by the Superintendent, or designee.

1. Approval may be granted to organizations that are school-sponsored and/or agency sponsored, organized for charitable, educational, character-building, and non-profit purposes which have been granted tax-exemption [501(c)(3)] by the Internal Revenue Service.
2. 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.

Materials and a contact name and telephone number must be submitted to the Superintendent’s Office at least 2 weeks prior to the desired date of posting. Materials may be submitted in hard copy, fax, or email. It is recommended that an Outside Materials Request Form accompany any materials submitted.

**Approved materials will be posted on a link to the Santee School District webpage** once each week. Information will be sorted into appropriate categories, i.e., sports, theater, community events, etc. Following notification of approval, you may provide each school with a small supply of your informational items in hard copy to be displayed in a rack in or near the school office.

Links to information on activities and events will be available on the Santee School District webpage and hard copies will be available in the school offices.

If you have any questions, please contact Lisa Arreola at [lisa.arreola@santeesd.net](mailto:lisa.arreola@santeesd.net) or (619) 258-2304.