

SANTEE SCHOOL DISTRICT
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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: _____ Tax Exempt ID#: _____

Telephone: _____ Email: _____

Purpose of Bulletin/Poster: _____

I certify that the organization I represent meets the criteria as state above.

Signature: _____ Date: _____

(For Office Use only)

Approved: _____ Superintendent/Designee _____ Date _____

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: Community Organizations is defined as 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, youth organization (Scouts), performing arts opportunities, youth sports leagues that are members of the Santee Sports Council. Level 1 materials will be distributed directly to students. Please note: Youth organization (Scouts), non-profit performing arts opportunities, and youth sports leagues that are members of the Santee Sports Council will be allowed distribution twice a year.

Level 2. Flyers from Nonprofit organizations: Nonprofit organizations is defined as youth sports, community events, youth activities, family activities, fitness opportunities, and other non-profit agency activities. Level 2 materials will be scanned and placed on the district web site for students and parents/guardians to access. The sponsoring organization may deliver a supply of materials to each school to be displayed in a rack and made available for students to pick up.

Level 3. Miscellaneous flyers: Level 3 materials will be scanned and placed on the district web site for students and parents/guardians to access.