

**OUTSIDE ORGANIZATION POSTER DISPLAY APPROVAL FORM**

This form is for outside organizations to request the display of posters or flyers inside Wenatchee schools.

**Flyer Distribution**

Organizations may request the distribution of flyers using our electronic flyer distribution system PeachJar. Visit [peachjar.com](http://peachjar.com) and create an organization account. Paper flyers from outside organizations will no longer be distributed to students or WSD families.

**Organization – Please print legibly**

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

Status of Organization: ☐ Nonprofit (must have current 501(c)(3)) ☐ Private ☐ School or City Council

Contact Person: \_\_\_\_\_ Contact email: \_\_\_\_\_

Poster Category: ☐ Educational ☐ Recreational ☐ SocialAudience: ☐ Students ☐ Staff

Target audience (circle all that apply): Elementary: K 1 2 3 4 5 Middle School: 6 7 8 High School: 9 10 11 12 Staff

Request to display in Schools: ☐ A direct benefit for staff ☐ A service opportunity ☐ A direct benefit studentsDisplay: ☐ Bulletin Board ☐ Staff Room ☐ other \_\_\_\_\_

An organization granted approval to display posters is responsible for:

- Providing information in **ENGLISH and SPANISH** (Material approved for staff may be in English only).
- A copy of the approval form must be left at the school site with the materials to be displayed.
- **ALL** distribution of posters is the responsibility of the applicant receiving approval.
- A copy of the poster will need to be submitted with this form.

**I have read and agree with the regulations listed on the Materials Distribution Procedure 4060P located on the Wenatchee School District Website and the back of this form. I understand that the district has no obligation to distribute materials that are not received in time, or that violate any of these requirements.** Once approved, I recognize that I am responsible for distributing the appropriate number of poster copies directly to the designated school or schools in the WSD. I agree that this approval is for this poster only, and that any other items that I wish to have posted will need to be approved separately. Once approved, I agree that this poster is ready to be posted as it was sent to the district. Your signature below indicates agreement with these conditions.

\_\_\_\_\_  
Signature of Contact Person requesting poster approval\_\_\_\_\_  
Date**District Office**
☐ Approved  
☐ Bulletin Board ☐ Staff Room ☐ Other: \_\_\_\_\_

☐ **Denied:** Request does not comply with School Board policy 4060 requirements (i.e.: promotes commercial enterprise)
\_\_\_\_\_  
Superintendent or Designee\_\_\_\_\_  
Date**NON-DISCRIMINATION STATEMENT**

The Wenatchee School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Section 504, Kory Kalahar Ed.D., Assistant Executive Director of Learning & Teaching. Civil Rights Compliance and ADA Coordinators: Dr. Kory Kalahar, Assistant Executive Director of Learning & Teaching (for students) [kalahar.k@wenatcheeschools.org](mailto:kalahar.k@wenatcheeschools.org) and Kelly Lopez, Executive Director of Human Resources (for staff) [lopez.k@wenatcheeschools.org](mailto:lopez.k@wenatcheeschools.org) 235 Sunset Ave, Wenatchee WA, 98801 (509-663-8161).

## **Wenatchee School District School Board Procedure 4060P**

### **Distribution of Materials**

Allowable information from outside groups and/or organizations should support the district's promise, directly benefit the students, or be of intrinsic value to the students or their parents/guardians. Dissemination of the information does not reflect the district's endorsement or sponsorship of the activity. All materials distributed must contain the district's disclaimer statement.

The district or the school will not distribute materials that:

- Are lewd, obscene, libelous, or slanderous.
- Contain language that is intimidating, demeaning, harassing, or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual, or ethnic slurs;
- Discriminate against, attack, or denigrate any group on account of gender, race, age, color, religion, ancestry, national origin, disability, or other unlawful consideration.
- Promote commercial enterprises;
- Promote the violation of existing laws, regulations or ordinances, or official school policy, rules or regulations; or
- Proselytize or disparage religious beliefs.
- Should not imply WSD's endorsement of any identified product and/or of services.
- Should not promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children.

The Communications Office will review and determine whether the materials are approved for distribution to students. Any further review will be made by the superintendent/designee whose decision is final.