



Sahuarita Unified School District No. 30

Sahuarita High School
Sahuarita Middle School
Sahuarita Primary School
Sahuarita Intermediate School

Anza Trail School
Sopori Elementary School
Walden Grove High School
Copper View Elementary School

REQUEST TO DISPLAY, POST, OR STACK INFORMATION/MATERIALS IN OR ON SCHOOL DISTRICT PROPERTY.

Date: _____

Name of Organization/Group: _____

We wish to display, post, or stack promotional materials on the following dates: **(Not to exceed 1 month)**

Month _____ Date(s) _____ Year _____

There will will not be a charge for the instruction/activity. *PLEASE SEE CONDITION 1 LISTED BELOW.*

Our Organization is is not a 501c3 organization. If yes, EIN #: _____

The person who may be contacted, if necessary, about the content of this literature, by the school, parent, or other recipient of information is:

Name: _____

Address: _____

Contact Info: Phone _____ Other _____ E-Mail _____

I/We hereby assure the school that the organization will:

1. Agree that any charges for the instruction/activities will be based on, and not exceed, the cost of providing the instruction/activities;
2. Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
3. Not provide representations or visuals that are inappropriate as described in *The Children Internet Protection Act*;
4. Remove the material on a date certain not more than one (1) month after it has been displayed/posted/stacked or five (5) days after the activity begins, whichever is earlier;

5. Separate and bundle materials as needed for distribution. (Ex: class, grade, site, etc.)
6. Label all materials with the name of the sponsoring organization;
7. Provide the name, address and telephone number of the local representative for the organization prominently on the promotional material;
8. List the following statement on all materials:

“THIS EVENT IS NEITHER SANCTIONED NOR SPONSORED BY THE SAHUARITA SCHOOL DISTRICT. IT IS PROVIDED AS A COMMUNITY SERVICE.”

9. Have an authorized representative of the organization sign the written assurances.
10. **DO NOT PRE-COPY. Once approved, it will be signed or stamped with the official approval. We highly recommend that you not mass produce copies until the original has been stamped by the district.**

The promotional material (along with this assurance from affirming compliance) **must be submitted** to the Superintendent’s office **at least two (2) weeks prior to the requested date (s)**.

“District/school social media and web resources may NOT be used to publicize outside activities or initiatives unless the program is co-sponsored by SUSD or an SUSD school, and approved”.

Printed Name _____
 (With title of organization representative)

Signature _____ (Organization representative)

FOR SCHOOL USE ONLY

Date _____

Superintendent/Asst. Superintendent _____

Action:

_____ Approved

_____ Denied or requested alteration for the following reason(s):

Revised 2018.08.09
