REQUEST TO DISTRIBUTE FLYERS/MATERIALS AT AUSD SITES

PLEASE FILL OUT AND SUBMIT WITH A COPY OF THE FLYER ONE OF THESE WAYS:

**Hard Copies:**

1) District Office/Student Enrollment Center: 1200 Solano Ave., Albany, CA 94706
2) Administrative Offices: 819 Bancroft Way, Berkeley, CA 94710
3) School Site Secretaries (who will forward to the Superintendent's Office)

**Electronic copies:** email to jsen@ausdk12.org

ORGANIZATIONS MUST PROVIDE PROOF OF 501C3 NON-PROFIT STATUS IN ORDER TO BE CONSIDERED. The following will **NOT** be approved:

- Corporate promotions
- Promotions for dances, parties, etc.
- Posting by organizations that have policies or promote activities that are inconsistent with the mission and/or policies of AUSD
- Political materials, endorsements, walkouts, demonstration notices, etc.
- For-profit advertising or for-profit fees
- Recruitment of students or staff
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(Please fill out the information below, date, and sign.)

Date __________________________________________________________________________ Phone # __________________________________________________________________________

Agency Name _____________________________________________________________________ Fax # __________________________________________________________________________

Address __________________________________________________________________________ Email __________________________________________________________________________

City ______________ State ______________ ZIP ______________

FOR DISTRIBUTION TO: Elementary Schools _____ Middle School _____ High School/s _____ Children’s Center _____

Purpose: __________________________________________________________________________

Please note that you are responsible for providing copies of materials, as printing services are not available through the District.

Applicant Name: __________________ Title: __________________

Signature: __________________________ Phone # __________________

RESULTS FROM THE SUPERINTENDENT: APPROVED _____ DENIED ________

Name: __________________________________________ Date: __________________

AUSD neither endorses nor sponsors the organization or activity described in this document.

The approval of distribution of materials is provided as a community service.