

ALBANY UNIFIED SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

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: 904 Talbot Ave. Albany, CA
- 2) Administrative Offices: 819 Bancroft Way, Berkeley, CA
- 3) School Site Secretaries (who will forward to the District 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

(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.