Cascade School District No. 228
FLYER /BANNER APPROVAL FORM
Community Activity Information

Today’s Date

Organization Name ________________________________ Name of Event ________________________________ Date of Event ________________________________

Organization Address ________________________________ Phone ________________________________ Print your Name ________________________________

Requests permission to place this ___ Poster ___ Flyer/Handout ____ Banner in Cascade schools or on Cascade property.

Status of Organization: Nonprofit___ Private___ City Council or School___
Status of Activity: Social___ Recreational___ Educational___
For Staff Only: A direct benefit for staff member___ Service opportunity___

Location where you want to place posters, flyers/handouts: (circle choices)
Office  Counter display  Bulletin board  Home with students (elementary only)  Fence  Other
(please explain) ____________________________________________________________

Circle each grade level that applies:
Elementary: K 1 2 3 4 5  Middle School: 6 7 8  High School: 9 10 11 12

An organization granted approval to distribute materials is responsible for:

• Providing information in ENGLISH and SPANISH to go home with students.
• If you are asking to send flyers home with students, please place the following paragraph at the bottom of your flyer: The district does not sponsor or endorse this event/information nor does the district assume any liability for it. In consideration of the privilege to distribute the materials, the Cascade School District will be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney’s fees and judgments or awards.
• 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 distributed.
• Flyers approved for classroom distribution must be in BUNDLES OF 30.
• ALL copying is the responsibility of the applicant receiving approval.
• Materials will be distributed out to elementary classrooms twice a month. Have materials at the schools by the first and 15th of each month, September through June.
• The District Office will review materials on a two-day turnaround basis.

Your request has been:  ☐ Approved  ☐ Denied*

APPROVED METHODS OF DISTRIBUTION:
☐ Counter  ☐ Bulletin Board  ☐ Staff Room  ☐ Fence  ☐ Approved for distribution in K-5 classrooms.
☐ Other ____________________________________________
* ☐ Reason for denial: ____________________________________________

Julie Winters, Executive Secretary ________________________________ Date ________________________________

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The Cascade School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, including gender identity, disability, familial status, marital status or age. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to RCW Officer and ADA Coordinator Dominique Coffin.

Flyappvalfrm.3/2023