

Informational Flyer Approval Form

Port Washington-Saukville School District

Organization Contact Information (please print or type)

Event Title	
Organization Name	
Address	
City, State, Zip Code	
Contact Name	
Contact Number	
Contact E-Mail	
School Grade Levels	
Location & Date of the Event	

Event Information (Please describe the event in 25 words or less for inclusion on District Website)

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Please only check line below

For District, School Parent Organizations, Government Entities and Recognized Family Assistance Programs

___ Our group has provided a flyer (preferably electronic) to be included in school building electronic announcements and on the District Website's Community Events page.

For Other Not-for-profit groups and activities - (A 501C3 form must be provided with this form or one needs to be on file with the District in order for a group to qualify for this option.)

___ Our group has provided a flyer (preferably electronic) to be included on the District Website's Community Events page. The flyer can contain no hyperlinks with the exception of the contact's e-mail address.

If your organization does not fit into any of the above groups, the District will not be advertising your event.

If you have questions as to whether your organization qualifies, please contact Carolyn Krechel at 262-268-6000 or Carolyn.Krechel@pwssd.k12.wi.us

Remember: The District's Disclaimer Statement MUST APPEAR ON ALL ITEMS.

"The opinions expressed (information provided) are not sponsored or endorsed by the school district or its personnel"

Signed _____ Date _____

Completed forms send to Carolyn.Krechel@pwssd.k12.wi.us or 100 W Monroe Street, Port Washington, WI 53074

Office Use Only: ___ Approved ___ Disapproved ___ Initials