

# 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)**

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

\_\_\_ Our group would like the flyers included in appropriate take home folders and will provide flyers to the buildings at our group's expense at the Elementary School Level.

*Your group's information will automatically be included on the District Website's Community Information 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 (electronic preferable) that can be linked from our Website. The flyer can contain no hyperlinks with the exception of the contact's e-mail address.

*Your group's event will be listed on the District Webpage's Community Activities page. If you have flyers, a supply of them can be given to building secretaries to be placed in a location appropriate for student pick-up. A maximum of 50 flyers will be accepted. Flyers must NOT contain any links except an email address for a contact.*

**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 Brenda Weiss at 262-268-6000 or [brenda.weiss@pwssd.k12.wi.us](mailto:brenda.weiss@pwssd.k12.wi.us).*

**Remember: The District's Disclaimer Statement MUST APPEAR ON ALL ITEMS and no hyperlinks may be included on your flyer**

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only:    \_\_\_ Proper Classification    \_\_\_ Disclaimer Statement    \_\_\_ No hyperlinks  
                          \_\_\_ **Approved**                            \_\_\_ **Disapproved**                            \_\_\_ Initials