

**Moscow School District 281**  
**650 N. Cleveland, Moscow, Idaho 83843-3659**  
**Phone: 208-882-1120**

## APPLICATION FOR ELECTRONIC POSTING OF NON-SCHOOL INFORMATION

*This completed application, along with the flier in PDF format is to be submitted via email to **stiegs@msd281.org** for consideration to be posted on the District's website.*

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Non-Profit Organization - Tax I.D. Number \_\_\_\_\_ (application will not be processed unless provided.)

Primary Goal of Organization \_\_\_\_\_

Specific Programs Promoted by this Distribution \_\_\_\_\_

Expected Benefits to Students/Community \_\_\_\_\_

Event Date \_\_\_\_\_ (flier will be posted up to the following workday after the event occurs or 30 days after the posting date, whichever comes first.)

**PLEASE CHECK ALL THAT APPLY:**

**AGE RANGE:**    ☐ Elementary (K-5)    ☐ Middle School (grades 6-8)    ☐ High School (grades 9-12)

**OR**

**FOR A SPECIFIC AGE GROUP:**

- |                                       |                                  |                                   |
|---------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Grade 6 | <input type="checkbox"/> Grade 9  |
| <input type="checkbox"/> Grade 1      | <input type="checkbox"/> Grade 7 | <input type="checkbox"/> Grade 10 |
| <input type="checkbox"/> Grade 2      | <input type="checkbox"/> Grade 8 | <input type="checkbox"/> Grade 11 |
| <input type="checkbox"/> Grade 3      |                                  | <input type="checkbox"/> Grade 12 |
| <input type="checkbox"/> Grade 4      |                                  |                                   |
| <input type="checkbox"/> Grade 5      |                                  |                                   |

Representative's Name and Title \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Phone # \_\_\_\_\_

## **SCHOOL COMMUNITY RELATIONS**

**(Policy Range: 7000-7099)**

***Revisions Approved 4/28/21***

7000.00 Advertising in the Schools. It is not the function of the schools to be an agency for the dissemination of commercial advertising materials. Announcements or information from civic or community organizations must be approved by the Superintendent or his/her designee.

7001.00 Distribution of Materials by Outside Entities. It is the philosophy of the Board of Trustees that electronic posting of any non-school materials, dependent upon the nature and content of the materials, may indicate, at the very minimum, the appearance of endorsement by the District of such materials. All materials, regardless of format or purpose, must be approved in advance by the Superintendent or his/her designee. This includes surveys, and other publications sponsored or created by a non-school group, agency, person, and/or organization. Electronic posting of all community flyers is the preference of the District. Any requests for distribution of paper copies of fliers will be determined by the Superintendent.

In determining whether or not to allow such non-school materials to be posted to the District's website, the following factors shall apply:

1. The material has educational value and is not likely to interfere with the District's educational process, its operation, or school discipline.
2. The material serves the general public's interest and does not promote a political, religious, commercial, or other sectarian purpose, nor create a profit for the author or sponsor.
3. The material is age/grade appropriate and has interest or value for students and parents.
4. The material is not inflammatory or defamatory and does not disrupt the orderly administration of the District's education.
5. The material does not give the appearance of being school sponsored or of reflecting the District or administration's views.