

USE OF SCHOOL COMMUNICATIONS SYSTEM

Use of School Communications System Shall Be Guided by Policies 220 (Student Expression), 319 (Employee Conflict Interest), 321 (Political Activities), 419 (Employee Conflict Interest), 910 (Private and Commercial Groups) and 913 (Special Interest Groups)

ALL NON DIRECTLY SCHOOL RELEATED ACTIVITIES WILL CARRY ENDORSEMENT DISCLAIMER

Date of Application

1. **NAME OF ORGANIZATION:**

2. **SCHOOL COMMUNICATIONS TO BE USED:**

_____ Intercom System _____ District's Newsletter
_____ Written Flyers _____ Drop-Off Communication to be Returned
_____ Verbal Presentation _____ Other

3. **DATES OF ACTIVITY:**

4. **PURPOSE OF ACTIVITY:**

5. **PERSON(S) RESPONSIBLE FOR ACTIVITY: INCLUDE ADDRESS AND PHONE NUMBER OF CONTACT PERSON:**

SIGNATURE OF RESPONSIBLE PERSON

SPECIAL NOTE: Principals will review applications to see if they are consistent with, but not limited to, Policies 220, 319, 321, 419, 910 and 913.

TO BE COMPLETED BY THE SCHOOL DISTRICT:

1. **COMMUNICATIONS FEE, IF APPLICABLE:** _____

2. **SCHOOL FACILITY AND PERSONNEL ASSIGNMENT:**

- A. High School Principal
- B. Middle School Principal
- C. Elementary Principal

3. **PRIORITY CLASSIFICATION:**

- A. In-School Activities Which Are a Part of the District's Regular Programs
- B. Community Groups Which Directly Support These Programs
- C. Community and Business Groups
- D. Other

4. **AUTHORIZATION LEVEL:**

Priority Classifications 1 and 2: _____

Building Principal's Signature

Priority Classification 3: _____

Building Principal's/Superintendent's Signature

Priority Classification 4: _____

Board's Authorization

COMMENTS: _____