

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

**APPLICATION FOR ELECTRONIC POSTING OF NON-SCHOOL INFORMATION**

*It is preferred that the application & flyer (in PDF format) be submitted via email to **gbailey@msd281.org** for consideration to be posted on the District's website.*

Date \_\_\_\_\_

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

**Check One:**  For Profit Organization - (See Policy 7001.00, No. 8, page 2)  
 Non-Profit Organization - Tax I.D. Number \_\_\_\_\_ (application will not be processed unless provided.)

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

Specific Program(s) Promoted by this Distribution \_\_\_\_\_

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

Event Date \_\_\_\_\_ (flyer will be posted up to the following work day after the event occurs or 30 days from 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:**

Individual Grade Levels:

<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)

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. (12-13-16)

7001.00 Distribution or Electronic Posting of Materials by Outside Entities. It is the philosophy of the Board of Trustees that distribution or electronic posting of non-school district 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, purpose, or distribution method, 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 district group, agency, person, and/or organization. Electronic posting of all community flyers is the preference of the District. (12-13-16)

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

1. The material has educational value.
2. The material serves the general public's interest and does not promote a political, religious, commercial, or other sectarian purpose.
3. The material is age/grade appropriate.
4. The material is not inflammatory or defamatory and does not disrupt an 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.
6. The material is not likely to interfere with the District's educational process, its operation, or school discipline.
7. The material is of interest or has value for students and parents.
8. The material does not create a profit for the author or sponsor.

