

## FLYER/POSTER REQUESTS

***Tumwater School District is pleased to review flyers from your 501c3 (non-profit) or government organization. Flyers are reviewed the last week of August through May 31<sup>st</sup> only. Flyers will not be reviewed during the summer.***

Date Submitted:

Organization:

Name:

Phone:

Please note: *All flyers and posters must contain the phrase “Tumwater School District is not a sponsor of this event and assumes no responsibility for it.” If this phrase is not included, your request will be denied.*

### FLYER APPROVAL PROCESS:

1. Email completed form and flyer (in PDF format) to Becky Powell in the Superintendent’s office at [becky.powell@tumwater.k12.wa.us](mailto:becky.powell@tumwater.k12.wa.us). Schools cannot approve flyers.
2. You will be notified once the flyer has been reviewed (within three days of submission).
3. Once approved, the flyer will be placed on hold.
4. ***Due to the fact that not all families have internet access, you are required to provide 15 copies for each elementary school and 10 for each secondary school that would benefit from student participation in your event.*** These copies must be bundled and labeled for each school and delivered to the Tumwater School District Administration Office (621 Linwood Avenue SW) for distribution. The schools will *not* accept these flyers, they must be delivered to the district office.
5. ***Once your hard copies arrive at the District Office, your flyer will be taken off hold and posted on the Tumwater School District website.*** There is a “quick link” to flyers on the home page of the district website. Approximately once a week notification will be sent out to parents/guardians of students who would benefit from participating in advertised events, informing them that flyers have been posted. The flyer will be removed once the date of the event or registration has passed. We will not accept flyers sooner than one month before the event.

Please let us know your target audience (check all that apply) and which school(s):

Elementary School(s):

School(s): BLE  EOE  LRE  MTS  PGS  THE

Grade(s): K  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>  6<sup>th</sup>

Middle School(s):

School(s): BMS  TMS

High School(s):

School(s): BHHS  SO  THS

Staff:  Please specify if for all or a specific group:

### POSTER APPROVAL PROCESS:

1. If your organization has posters, in addition to or instead of flyers (***no larger than 8.5x14***), that you would like to have displayed in schools (high traffic areas or staff break room), please submit this form, along with a copy of the poster (in PDF format) to Becky Powell in the Superintendent’s Office at [becky.powell@tumwater.k12.wa.us](mailto:becky.powell@tumwater.k12.wa.us). Schools cannot approve posters.
2. You will be notified once the poster has been reviewed (within three days of submission).
3. Once approved, the posters (1 for each elementary and 2 for each secondary) must be labeled for each school and delivered to the Tumwater School District Administration Office (621 Linwood Avenue SW) for distribution. The schools will *not* accept these posters, they must be delivered to the district office. The poster will be taken down once the date of the event/registration has passed. We will not post flyers sooner than one month before the event.

Please let us know your target audience (check all that apply):

Elementary School(s):

School(s): BLE  EOE  LRE  MTS  PGS  THE

Middle School(s):

School(s): BMS  TMS

High School(s):

School(s): BHHS  SO  THS

Staff: