

**SCHOOL DISTRICT OF ONALASKA**  
237 2<sup>nd</sup> Ave S, Onalaska WI 54650  
608-781-9700 FAX 608-781-9712 Email: gamam@onalaskaschools.com

**Posting Activities by Outside Agencies**

BOARD OF EDUCATION POLICY 9700.01 – ADVERTISING AND COMMERCIAL ACTIVITIES

ADVERTISING IN BUILDINGS

Advertising, either direct or indirect, shall be allowed in the schools or on the school grounds for non-profit groups or groups operating for the benefit of children or staff as authorized by the superintendent.

ADVERTISING COMMUNITY EVENTS ON DISTRICT WEB SITE

The School District does not send home non-school related information regarding community activities/programs with students.

Groups/individuals with non-school related information can, however, request to have their information posted on the District Web Site under the category of *Activities by Outside Agencies*. Requests to have such information posted on the web site should be submitted to the Superintendent or his/her designee who shall determine if the information should be posted based on the following criteria:

- a. The program/activity must serve public school-age children;
- b. The program/activity does not violate the law; and
- c. The program/activity must be considered appropriate as determined by the Superintendent or his/her designee.

**The advertisement must include a disclaimer that this is  
NOT A SCHOOL SPONSORED ACTIVITY and a contact # for information.**

Name of Organization making request: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*If approved, the District Office will scan in the item for parents/students to view on the district website. To view this area go to: [www.onalaskaschools.com](http://www.onalaskaschools.com). On the upper right area click on "Parents and Students", In the drop down areas under "Parents & Students Home", Select "Activities by Outside Agencies".*

*Requests will require 10 school days turn around time from the date of the completed request form.*

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*THIS SECTION FOR USE BY SCHOOL DISTRICT PERSONNEL*

**APPROVED** \_\_\_\_\_ **UNAPPROVED** \_\_\_\_\_

If unapproved, reason why: \_\_\_\_\_

\_\_\_\_\_

Item Approved:                      Poster only \_\_\_\_\_      Leaflet only \_\_\_\_\_      Poster/Leaflets \_\_\_\_\_

Other: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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