

**Port Angeles School District #121
REQUEST FOR STUDENT/STAFF PARTICIPATION
OR DISTRIBUTION/ POSTING OF MATERIALS**

ATTENTION: THE FOLLOWING DISCLAIMER MUST APPEAR ON ALL FLIERS AND POSTERS before being submitted to the District for approval:

"This is NOT a school-sponsored activity. The Port Angeles School District has neither reviewed nor approved the sponsoring organization or its program, personnel, and activities announced in this flyer. The sponsoring organization and participants agree to protect, indemnify, and hold harmless the District, its board of directors, employees and agents, from any and all claims, liabilities, damages, expenses or rights of action, directly or indirectly attributed to the organization, or its program, personnel, and activities. Permission to distribute this flyer should not be considered an endorsement or recommendation of the program by the District." Policy No. 4060

(ATTACH COPY OF MATERIAL TO BE DISTRIBUTED)

Please Note: Please drop off this form at the Lincoln Center or email info@portangelesschools.org for approval. We will contact you once your flyer has been processed. Please allow 2-3 weeks for approval. If approved, please pick up your approval, and provide one copy of the approval for each building you want your information delivered to. Our inner school courier arrives at the District by 9:00 a.m. daily. Note: Flyers are to be in the school building by 3:00 p.m. on the Monday of the week you want them put in student folders.

Name of person making request: _____

Sponsoring Organization: _____

Phone: _____ Email: _____ Fax: _____

Purpose: _____

Non-Profit: _____ Yes _____ No

Directly related to educational program of the school? _____ Yes _____ No

Request for:

_____ Posting of Materials _____ Student participation

_____ PASD Web/Community Bulletin Board https://portangelesschools.org/community/community_bulletin_board

Distribution of Materials (Please have materials organized as noted on the back of this form)

For students in grades: _____ and/or for Staff _____

Other means of distribution or publication used: _____

District Action

Appropriate for the age of students involved? _____ Yes _____ No

Material or project is approved for:

_____ Student Participation	_____ Distribution	_____ Posting
Staff Participation	Distribution	Postina

Document Count (Students)

2022-23

Building	QTY	Format
Dry Creek	375	Prefers a stack of flyers- no bundles
Franklin	353	Prefers a stack of flyers- not bundles
Hamilton	364	Prefers a stack of flyers- not bundles
Jefferson	271	Prefers a stack of flyers- not bundles
Roosevelt	399	Prefers a stack of flyers- not bundles
Seaview Academy	1	Prefers a single digital PDF
Stevens MS Grade 7	256	Prefers a stack of flyers- not bundles
Stevens MS Grade 8	238	Prefers a stack of flyers- not bundles
PAHS	968	Prefers a stack of flyers- not bundles
Lincoln HS	49	Prefers 2 bundles of 20 flyers
Lincoln Center	10	Copies for Staff, Instructional Coaches

Delivery Information: For your planning purposes, delivery needs to be on
Mondays prior to 3 PM for same week distribution

Please contact 360-457-8575 for specific information re: staff/support staff/or special services counts

Grade Level	Dry Creek	Franklin	Hamilton	Jefferson	Roosevelt	Total
K	49	55	45	33	62	244
Grade 1	50	65	71	46	61	293
Grade 2	48	46	62	38	56	250
Grade 3	57	43	41	41	50	232
Grade 4	57	53	42	21	66	249
Grade 5	57	40	49	46	70	262
Grade 6	57	51	54	46	60	268
Total	357	353	364	271	426	