



Electronic Flyer Request Form

The Lakota Local School District encourages non-profit, local organizations to share opportunities with the Lakota community by posting electronic flyers on the district website ([Board of Education Policy 9700.02](#)), for programs that support the mission and vision of the district. If approved, we will post the flyer to Lakota’s website and provide a link to the flyer in our school and district e-newsletters, as appropriate. Please follow these guidelines when submitting your request:

- ✓ Complete and submit this form, along with a copy of your flyer, at least one week prior to the desired website posting date.
- ✓ To have your flyer posted to the district website and distributed to multiple schools, send form and flyer to the district’s Media & Community Relations Department (flyers@lakotaonline.com).
- ✓ All materials require the following disclaimer: **“This material was prepared by (name of organization) and is not sponsored or endorsed by the Lakota Local School District or any Lakota school.”** *Note: Neither this statement nor this form is required for flyers that promote programs hosted by official school or school support groups.*

Organization Information

Your Name: _____ Organization: _____ Non-profit? Y N
 Address (city/zip): _____ Phone: _____
 Email: _____ Signature: _____

I certify this information is correct and that the material to be distributed meets the requirements of the Board of Education Policy 9700.02.

Distribution Information

Date of Request: _____ Desired Posting Date: _____

Note: Request date must be at least one week prior to desired posting date.

Note: An approved flyer will appear in school and district e-communications during the week following its posting. Flyers will remain posted on the district website until any associated dates have passed. For those flyers with no expiration date, they will remain posted for 45 days.

For office use only:

This request is: Approved Denied. Date notification given: _____

Name: _____ Signature: _____