



REQUEST TO POST FLYERS/MATERIALS

All community flyers/materials must be approved by the Superintendent or designee prior to posting. The Dry Creek Joint Elementary School District does not distribute flyers to students or school personnel. Approved requests are posted on the District website. All school websites and newsletters in the District will be linked to the distribution website.

INSTRUCTIONS

Please submit your request form (we no longer post flyers as they must meet ADA compliance) via email or in person, and include a link in your email to your organizations website directly to the information you want to post to Communications Technician, mpontes@dcjesd.us. We are located at 8849 Cook Riolo Road, Roseville, 95747. Please allow a minimum of three (3) days for approval.

Please complete the information below and include a link to the information you wish to have posted:

Organization: _____ Date of Request: _____

Is this a non-profit organization: Yes No

Address: _____

Contact Person/Title: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Indicate your desired start and end dates for posting: (no weekends)

Start Date: _____ End Date: _____

For District Use:

APPROVED

Superintendent or designee

Date

Comments and/or subject to the following conditions: _____

DENIED

Superintendent or designee

Date

- We do not promote/solicit for private business
- This is a fundraising activity. PTA's at local schools are in charge of fundraising. Please contact the school PTA directly
- Other Reason for denial:
