

**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](mailto: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](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 \_\_\_\_\_ Posting

## Document Count (Students) 2023-2024

<b>Building</b>	<b>QTY</b>	<b>Format</b>
Dry Creek	375	Prefers a stack of flyers- no bundles
Franklin	350	Prefers a stack of flyers- not bundles
Hamilton	375	Prefers a stack of flyers- not bundles
Jefferson	275	Prefers a stack of flyers- not bundles
Roosevelt	450	Prefers a stack of flyers- not bundles
Seaview Academy	1	Prefers a single digital PDF
Stevens MS Grade 7	275	Prefers a stack of flyers- not bundles
Stevens MS Grade 8	250	Prefers a stack of flyers- not bundles
PAHS	1000	Prefers a stack of flyers- not bundles
Lincoln HS	80	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

<b>Grade Level</b>	<b>Dry Creek</b>	<b>Franklin</b>	<b>Hamilton</b>	<b>Jefferson</b>	<b>Roosevelt</b>	<b>Total</b>
<b>K</b>	38	56	44	34	54	226
<b>Grade 1</b>	44	44	45	33	54	220
<b>Grade 2</b>	49	62	65	43	65	284
<b>Grade 3</b>	58	40	54	34	70	256
<b>Grade 4</b>	47	36	50	43	56	232
<b>Grade 5</b>	56	53	45	27	65	246
<b>Grade 6</b>	51	43	49	41	55	239
<b>Total</b>	343	334	352	255	419	