



## REQUEST FOR USE OF EDUCATIONAL ACCESS CHANNEL

In accordance with ECPPS Board of Education Policy 5003, an institution or agency may donate educational programming material to be broadcasted on the school system's educational access cable channel. Any institution or agency wishing to donate material must submit the following to the Community Schools Office at least ten (10) school days in advance of the display time:

- This form requesting permission to donate educational programming material
- Photos or video should meet all specification requirements

Please read the guidelines for Request of Use of Educational Access Channel to ensure your materials meet the requirements to be displayed correctly.

NAME OF PERSON SUBMITTING REQUEST:		
NAME OF ORGANIZATION/AGENCY REQUESTING APPROVAL:		
CONTACT INFORMATION	PHONE: _____ CELL: _____ EMAIL: _____	
PLEASE CHECK ANY AND ALL THAT APPLY TO YOUR ORGANIZATION/AGENCY:	<input type="checkbox"/> Local, state, and federal government agencies and departments; <input type="checkbox"/> Non-profit organizations that offer educational, recreational, cultural, or character development activities or programs for school-aged children, including, but not limited to, scouts, YMCA or YWCA, organized youth sport leagues, etc. <input type="checkbox"/> Community colleges, universities, and other non-profit institutions of higher education <input type="checkbox"/> School/business partnerships or incentive programs that directly enhance or support the school's educational program. Please explain: _____ _____	
REQUESTING PERMISSION TO DISPLAY:	<input type="checkbox"/> IMAGE <input type="checkbox"/> VIDEO	
CONTENT DETAILS:	<b>IMAGE</b> TITLE: _____ DESCRIPTION: _____ _____	<b>VIDEO</b> TITLE: _____ DESCRIPTION: _____ _____
DESIRED DISPLAY DATE:		
DESIRED END OF DISPLAY DATE:		
SIGNATURE OF REQUESTOR:		
DATE REQUEST SUBMITTED:		

Within five (5) school days, the Community Schools Office shall review the request and render a decision. In the event permission to display the material is denied or restricted, the individual submitting the request will be informed in writing of the reasons for the denial or restriction. All approved programming broadcasts done by other institutions and agencies must be in accordance with the regulations prescribed by the FCC governing cable channel programming and any local regulations developed by the superintendent. This form and display materials may be submitted by email to [djacksonheard@ecpps.k12.nc.us](mailto:djacksonheard@ecpps.k12.nc.us) or by fax to 252.335.0974.

FOR OFFICE USE ONLY:

FORM RECEIVED: \_\_\_\_\_

APPROVED

DENIED