

School District of Onalaska
237 2nd Ave S, Onalaska WI 54650
608-781-9700 FAX 608-781-9712
Email completed form to: johem2@onalaskaschools.com



Posting Activities by Outside Agencies

Board of Education Policy 9700.01 – Advertising and Commercial Activities

Advertising in buildings

Advertising, either direct or indirect, shall be allowed in the schools or on the school grounds for non-profit groups or groups operating for the benefit of children or staff as authorized by the Superintendent.

Advertising Community Events on District Website

The School District does not send home non-school related information regarding community activities/programs with students.

Groups/individuals with non-school related information can, however, request to have their information posted on the District Web Site under the category of Activities by Outside Agencies. Requests to have such information posted on the web site should be submitted to the Superintendent or his/her designee who shall determine if the information should be posted based on the following criteria:

- a. The program/activity must serve public school-age children;
- b. The program/activity does not violate the law; and
- c. The program/activity must be considered appropriate as determined by the Superintendent or his/her designee.

Name of Organization making request: _____

Address: _____

Contact Person: _____ Date of Request: _____

Telephone Number: _____ Email Address: _____

If approved, the District Office will scan the item for parents/students to view on the district website. To view this area go to: www.onalaskaschools.com; hover over "Families" and then "Activities by Outside Agencies".

Requests will require 10 school days lead time from the date of the completed request form.

**The advertisement must include a disclaimer saying
NOT A SCHOOL SPONSORED ACTIVITY along with contact information.**

Email completed form and flier to Emily Johnson at johem2@onalaskaschools.com

THIS SECTION FOR USE BY SCHOOL DISTRICT PERSONNEL

APPROVED _____ **UNAPPROVED** _____

If unapproved, reason why: _____

Signed: _____ Date: _____