



BANNER APPROVAL PROCEDURE (Non-Profit Organizations)

- Email digital copies of banner images, along with the form 3-201.B to:
✉ sarah.torres@prescottschools.com
- Banners shall not exceed 4'x8' in size
- Banners for services/events in competition with district programs will not be approved
- Banners advertising alcohol or other things not allowed in schools will not be approved
- Cost for displaying banners (per school calendar year - July 1st - June 30th):
 - A fee of \$50. per month, per banner will apply. An organization may hang banners throughout the school year for a maximum of two months at the \$50/month non-profit rate.
 - Any banner displayed beyond the two-month period within the same school calendar year, with or without a change in content, shall be billed at the standard rate of \$150 per banner, per month effective month three.
 - Cash OR Check
 - to be made out to Prescott Unified School District and either mailed or hand delivered to:
300 East Gurley Street
Prescott, AZ 86301
Attn: Sarah Torres
- Banners must be hung and removed by a representative of the non-profit organization

****Please specify the location(s) you are requesting banner(s) to be displayed. ****

_____ District Office (Pleasant Street **OR** Gurley Street fence)
_____ Prescott High School (Ruth Street Fence/Bus pick-up/drop-off area)
_____ Prescott Mile High Middle School (Goodwin Street fence **OR** Carleton Street fence)
_____ Granite Mountain Upper Elementary School
_____ Abia Judd Elementary School (Williamson Valley Road fence)
_____ Taylor Hicks Elementary School (Campbell Street fence)
_____ Lincoln Elementary School (Park Avenue fence)



**DISTRIBUTION / POSTING OF
PROMOTIONAL MATERIALS**

REQUEST TO DISPLAY/POST MATERIALS

Date _____, 20____

Name of organization/group

We wish to display/post promotional materials on the following dates: (Not to exceed one [1] month.)

Month	Date(s)	Year
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There ☐ (will) ☐ (will not) be a charge for the instruction/activity.

The person who may be contacted, if necessary, about the content of this literature, by the school, parent, or other recipient of information, is:

Name _____

Address _____

Zip code

E-mail address _____

Phone: (work) _____ (home) _____



I/We hereby assure the school that the organization will:

- A. Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;
- B. Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- C. Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;
- D. Remove the material on a date certain not more than one (1) month after it has been displayed/posted or five (5) days after the activity begins, whichever is earlier;
- E. Have an authorized representative of the organization sign the written assurances;
- F. Including the website address, an email address, or a QR code for the sponsoring organization is strongly encouraged.

The promotional material and assurance form affirming compliance shall be provided to the district office at the same time.

This request must be submitted to the district office at least two (2) weeks prior to the requested date(s).

Signatures and titles of organization representatives

FOR DISTRICT USE ONLY

Date: _____ District Office Representative _____

Action

_____ Denied or requested alteration for the following reason(s):

_____ Approved