

Educational Services

Dr. Matthew Witmer

Assistant Superintendent Educational Services

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Community Bulletin Board

Application for Submission to Advertise

Submissions for the Community Bulletin Board are welcome and will be published at no charge to the requesting non-profit organization. Activities must occur within the area of the District and be of direct interest to students and parents. The information provided below must accompany your PDF “print ready” flyer presented for approval of the Educational Services Department. Once approved, your flyer will appear with other advertisements for community organizations and will be posted for approximately one month. Items may be edited at the discretion of the Superintendent and Asst. Superintendent of Educational Services.

Requesting Organization: _____

Person Completing Form: Name: _____ e-mail: _____

Phone: _____ Address: _____

Purpose/Focus/Goal of Organization: _____

Non-Profit ☐ Yes ID # _____

College/University? ☐ Yes ☐ No

Activity:

Who: _____

What: _____

Why: _____

When: (Day) _____ (Date) _____ (Time) _____

Where: _____

Cost: _____

Flyers will be posted in ParentSquare in the Community Bulletin Board folder the first week of each month. Information must be received in the Educational Services office by the 20th of each month prior to the month the flyer is to be posted. Items must be re-submitted each time you wish to have the flyer posted to ensure accuracy. If you have any questions, please call Rose Mary Gallardo – information listed above.

10/2026

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