

San Luis Coastal Unified School District
FLYER/POSTER APPROVAL PROCEDURES

The following procedures will help expedite the approval of your flyer and/or poster for schools within the San Luis Coastal Unified School District. Please allow 72 hours from receipt of your request for processing and return of approved flyer/poster.

1. Submit a copy of your flyer/poster in **English and Spanish** and the attached cover form to:
In person or mail-
Ms. Kimberly McGrath, Director Secondary Learning and Achievement/Innovation
1500 Lizzie Street
San Luis Obispo, CA 93401
(805) 549-1316 Telephone
Or faxed-
(805) 543-7906
Attn: Natalie Santos
Email: nsantos@slcusd.org
2. Flyer/poster application **MUST** include:
 - the contact person and position;
 - the return FAX number;
 - a contact telephone or cell phone number;
 - the current non-profit number and title of organization; and
 - a brief description of the educational/community purpose of the event/activity.
3. Upon approval of the flyer/poster, you will be contacted by FAX (with the district approval stamp) or by telephone to pick up your approved flyer and/or poster at the District Office, Information Services and Technology. If for any reason your flyer has not been approved, we will contact you by telephone or email.
4. Please note that a current non-profit number/status does NOT necessarily qualify the flyer for approval. Please refer to the San Luis Coastal Unified School District Board Policy BP1325(a) and Administrative Regulations AR1325(a) available on the District's website:
<http://slcusd.org> .
5. Distribution:
In an effort to save paper and time, you will be provided a list of all schools in the district along with a contact name, telephone number, and address. Production costs are solely your responsibility. You may contact applicable schools to determine numbers and each individual school's distribution procedures.
6. You do not need to reproduce the flyer/poster with the approval stamp for each student copy. Please keep the original "approved" flyer/poster for your records, and please submit a **copy** of the "approved" flyer when you deliver the flyers to each school for distribution.

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FLYER/POSTER APPROVAL APPLICATION

Please fill out the information below and submit with the flyer/poster. All fields are required to process your application. Please refer to the San Luis Coastal Unified School District Board Policy BP1325(a) and Administrative Regulations AR1325(a) for qualifying criteria for flyer/poster approval, available on the District's website: <http://www.slcusd.org>.

PLEASE ALLOW 72 HOURS FROM TIME OF RECEIPT FOR PROCESSING

Organization Name: _____ Date: _____

Contact Person: _____ Title: _____

Contact Telephone- Office _____ Cell _____ FAX _____

Email- _____

Organization's Non-Profit Number: _____

Description of event/activity: _____

Please indicate method of pick up:

- I will pick up at District Office, Bldg I; or
- Please FAX the approved flyer to the number above;
Attention: _____
- Please email a scanned copy of approved flyer to: _____

Contact Person Signature: _____

Please submit/FAX to Information Services & Technology, Attention:
Natalie Santos or FAX to (805) 543-7906.

FOR OFFICE USE ONLY

Notified by: _____ Date: _____ FAX Email

Picked up Date: _____ Signature: _____