

**MOUNT HOREB AREA SCHOOL DISTRICT  
REQUEST TO ADVERTISE<sup>1</sup>**

Date: \_\_\_\_\_ Please provide at least two business days for approval

Name/Group/Contact (Phone and Email)

Proposed Economic Benefit (if any): \_\_\_\$ \_\_\_\_\_

Recipient of the full Benefit:  District  
Please specify what part of the organization \_\_\_\_\_  
(e.g. club, class, sport, etc.)

External or Partner  
Please specify: \_\_\_\_\_  
(e.g. booster, community fundraiser, etc.)

Nature of Advertisement: (What would you like to have happen?)

Location of Advertisement:

**Please attach proposed picture or script of advertisement.**

Requested Duration (e.g. How long will the advertisement be shown? How times will script be read?) \_\_\_\_\_

**OFFICE USE**

Approved (with conditions noted):

Declined –

- Lack of notice
  - Incomplete form
- Specifically: \_\_\_\_\_

**Rationale (based on the following portion of the BOE's policy):**

- Creates a conflict with existing District and Board policies.

- Adversely affects the District's reputation or image.
- Promotes the engagement of illegal activity.
- Is contrary to the ethical principles or beliefs of the District.
- Creates an endorsement of a political cause, political activity, candidate for a political office or political position, etc.
- Appears to exploit or demean a person based upon, among other things, the person's protected status.

- Is a product or a service which students may not legally purchase, or a business at which students may not legally shop.
- Accepting the paid advertisement will be in conflict with the mission of the District or the District's curriculum and/or instructional program.
- Accepting the paid advertisement is not consistent and compatible with District and Board priorities and educational objectives.

Reviewed by: \_\_\_\_\_  
Signature Title Date

<sup>1</sup> Not Applicable to Individual "Thank You"/Statements of Appreciation.

Public oral messages of thanks for organizations/companies must complete this form.

All funds must be received before recognition is provided (Cross Reference: Public Gifts to the School, Policy #840; Public Solicitations #850; Advertising Policy, #851)