



Roseville City School District  
 1050 Main Street Roseville CA 95678  
 916-771-1600 Fax: 916-771-1620  
 www.rcsdk8.org

## REQUEST TO POST INFORMATION ON RCSD'S COMMUNITY EVENTS BULLETIN BOARD

All community flyers must be approved prior to posting by the Assistant Superintendent of Educational Services. The Roseville City School District does not distribute flyers to students or school personnel. Approved flyers are posted on the District website for a specified period and for a fee. Posted flyers will be segregated by category, (i.e.; youth sports, parent education) for easy access. A calendar showing the beginning and ending dates of the advertised activity will also be posted. All schools in the District will be linked to the distribution website.

**INSTRUCTIONS:**

Please submit your flyer and this form via e-mail, fax, or in person to Ann Avelar in the Educational Services Department: [anna@rcsdk8.org](mailto:anna@rcsdk8.org), or fax to 916.771.1620. We are located at 1050 Main Street, Roseville 95678. Allow 10 days for approval and posting. The appropriate posting fee, payable only in cash or by money order (made payable to RCSD or Roseville City School District), must be received by the District before your flyer is posted. The posting fee for 15 consecutive days is \$25. The posting fee for 30 consecutive days is \$40.

Please complete the information below and attach a copy of the flyer you wish to have posted:

Organization: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Is this a non-profit organization?:  Yes  No

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax Number \_\_\_\_\_

How long do you wish to have your flyer posted?  15 days (\$25)  30 days ((\$40)

**The posting fee must be paid to the Roseville City School District via cash or money order only prior to posting.**

Indicate your desired start and end dates for posting: (no weekends) \_\_\_\_\_  
*start on* *end on*

For District Use:

**APPROVED**

\_\_\_\_\_  
*Superintendent or designee*

\_\_\_\_\_  
*Date*

Comments and/or subject to the following conditions: \_\_\_\_\_

**DENIED**

\_\_\_\_\_  
*Superintendent or designee*

\_\_\_\_\_  
*Date*

- We do not promote/solicit for private business
- This is a fundraising activity. PTC's at local schools are in charge of fundraising. Please contact the school PTC directly.
- Other reason for denial:

\_\_\_\_\_