

Alta Loma School District

Application to Post a Flyer

1. Complete the following application.
2. Attach the flyer for which you are requesting approval to post.
3. Attach a copy of the determination letter showing the organization has Internal Revenue Code Section **501(c)(3)** status. The not-for-profit organization named on the determination letter must match the name of the organization requesting flyer approval.
4. All flyers must prominently print the following statement on the front of the flyer:
This is not an Alta Loma School District sponsored activity.

➡ FLYERS WILL NOT BE PROCESSED FOR APPROVAL UNLESS ITEMS 1-4 ABOVE ARE COMPLETED ⬅

Name of Organization _____

Non Profit ID Number _____

Description of program or event (AYSO sign-ups, Girl Scout sign-ups, etc.)

Contact Name _____

Contact Phone _____

Contact FAX or email _____

Once approved, flyers will be posted on the district website.

Applications and flyers can be mailed to Adriana Mohler at Alta Loma School District, 9390 Base Line Road, Alta Loma, CA 91701, faxed to 909-484-5155, or emailed to amohler@alsd.org.

Requests should be submitted 10 working days prior to the anticipated week of posting.