

SPONSORSHIP/ADVERTISING REQUEST FORM
for agreements of less than \$2500.

Please complete the following information:

Name of Southern Lehigh Organization/Group:

SLSD Organization Contact Name:

Contact Telephone Number:

Contact Email Address:

Date Sponsorship/Advertising will take place:

Note: Please refer to board policy 918: Commercial Activities for rules and regulations. The following Disclaimer MUST be added to any advertisement: "These materials are neither sponsored or endorsed by the Board of Education of Southern Lehigh School District, the Superintendent, or this School".

1. Describe the manner in which you would like to display or recognize any sponsorship or advertising information for which you are requesting permission. *(Please provide an example, if possible.)*

Types:

- Brochure
- Portable Sign
- Program Booklet
- Announcement over PA system
- Other: _____

2. Who will advertise (Name of company, group, individual, etc.)?

3. What product, service, etc. will be advertised?

4. Placement of advertisement (where, when and how will this be viewed)?

5. What do you plan to charge for the sponsorship or ad? *(Provide details with breakdown.)*

6. How will the funds be used to benefit the students involved in the organization or group?

7. If your request is for a sign, name or logo attached or displayed at any district facility, it must be removed after the event. Is this request for such a display or sign?

- Yes
- No

Any requests over \$2500, or that involve permanent or semi-permanent signs require Board Approval.

For office use only:

Approval date _____

Disapproval date _____

Signature of Superintendent or designee