

Southern Lehigh School District
5575 Main Street
Center Valley, PA 18034

ADVERTISING/PARTNERSHIP REQUEST FORM
for agreements of less than \$2500 per single source

Please complete the following information:

Name of Southern Lehigh Organization/Group:

SLSD Organization Contact Name:

Contact Telephone Number:

Contact Email Address:

Date Advertising/Partnership will take place:

Note: Please refer to board policy 918: Commercial Activities for rules and regulations. Advertising shall include a statement that any advertising on school property should not be construed as an endorsement by the school district.

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 advertisement or partnership? (*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 per single source, or that involve permanent or semi-permanent signs require Board Approval.

For office use only:

Approval date _____

Disapproval date _____

Signature of Superintendent or designee