

# procedure

---

**BOARD OF EDUCATION  
SCHOOL DISTRICT OF THE CITY OF ROYAL OAK**

**BUSINESS  
5013 B/Page 1 of 2**

## ADVERTISING

1. Advertising related to fund raising activities by school sponsored groups, need building administrator's written approval.

All signs, posters, banners, etc., outside School District buildings require written approval of the Superintendent or designee.

2. Advertisements for commercial purposes shall be submitted on the appropriate School District form for approval by the Superintendent and shall include:
  - a. Posters, signs, banners, etc., which include a corporate logo, in school buildings or on school grounds.
  - b. Third party advertising, including outside vendors involved in fund raising or activities by school sponsored groups.
3. Any request for advertising to be permanently affixed to a School District building or installed on School District grounds shall be submitted by the building administrator to the Executive Director of Business Affairs for written approval. It will then be submitted to the Superintendent for final approval.

5-1-98  
02/02/01

**SCHOOL DISTRICT OF THE CITY OF ROYAL OAK**

**REQUEST FOR ADVERTISING**

Name of Organization \_\_\_\_\_

Organization is (1) Not For Profit \_\_\_\_\_ For Profit \_\_\_\_\_

Detailed description of what will be displayed\distributed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When will the material/s be displayed (specific dates and times) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will the material/s be displayed (specific location/s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information/comments \_\_\_\_\_

\_\_\_\_\_

Responsible Person \_\_\_\_\_

(Print Name)

Address \_\_\_\_\_ City/Zip Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval /Building Principal \_\_\_\_\_

Approved/Executive Director of Business Affairs \_\_\_\_\_

Approved/Superintendent \_\_\_\_\_