# KHB-R - Advertising in the Schools Procedures

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This procedure provides guidelines for submission of the Advertising in the Schools Request Form – KHB-E1 and Scoreboard Advertising Agreement Form – KHB-E2.

1. Complete the Advertising in the Schools Request Form – KHB-E1 and/or Scoreboard Advertising Agreement Form – KHB-E2.

2. Submit the form to the building principal for review and approval/denial.

3. A copy of all approved/denied advertising forms will be submitted to the Superintendent of Schools.

4. Denied advertising proposal requests can be appealed to the Superintendent.

Applicants should be reminded that the School Board has an obligation to assure that students are not subjected to commercial messages of any kind without careful analysis of the benefits and risks that pertain in EACH instance.

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