

SUBMITTING AN IN-SCHOOL ADVERTISING APPLICATION

Thank you for your interest in partnering with Knox County Schools and making community services available to our students. Use the steps below to apply for permission to distribute information regarding your available events and programs.

1

Open your favorite web browser and, using the address bar, navigate to **knoxschools.org/inschooladvertising**.

2

Read and familiarize yourself with all requirements and Knox County School Board of Education Policies regarding In-School Promotion of your event or program using the links located on the In-School Promotion page - **knoxschools.org/inschooladvertising**.

3

Gather all necessary materials and be ready to submit them via an online application form. This includes a copy of the flyer/poster/card you plan to submit, an IRS letter verifying your status as a non-profit and any other materials you feel are necessary for your application.

4

Click on the » **Application Form** button at the bottom of the page to begin the application process.

5

Fill out the online form and include as many details as possible. Most fields are required, so be prepared to know all contact information and have digital versions of your IRS letter and flyer/poster/card ready to upload. Once all fields have been added and files have been uploaded, click Submit.

Once the form is submitted, a copy of the completed application will be sent to the email address listed in the form, as well as to the Knox County Schools Community Relations office. Any additional questions can be addressed by replying to the received email. Once Knox County Schools staff has examined the application, the decision to approve or deny the request will be made.

A letter detailing the decision will be mailed to the address submitted in the application.

If approved please arrange to have the materials delivered to the school (or schools) at least one day before they need to be distributed.

QUESTIONS?

Josh Flory, Supervisor of Internal Communications

joshua.flory@knoxschools.org

865.594.1905