



ELGIN SCHOOL DISTRICT U-46

355 E. Chicago Street *Elgin, Illinois 60120 * (847) 888-5000 * FAX (847) 608-4173 * Onlinebackpack@U-46.org

Online Backpack - Request for Posting

Guidelines

The following criteria will apply to materials submitted for posting on the U-46 Online Backpack Site:

- Only requests from non-profit organizations or groups located within district boundaries or in neighboring towns will be considered. Proof of non-profit status will be required.
- Activities or information must be appropriate and relate to an activity, event or an agency that offers widely appealing recreational/educational/informational program options for students and families.
- The text of the material must include a name and telephone number, e-mail address or website where inquiries may be directed should parents or students have questions.

Material may not contain:

- Any direct solicitation of money except for dues for membership or fees for an activity announced in the material.
- Material which is commercial in nature.
- Material which is in direct conflict with any law or Board Policy.
- Material which is political in nature or in conflict with tax-supported efforts in effect.

Requests for posting on this site must be sent via email to Onlinebackpack@U-46.org and must include the following:

- Copy of the material to be posted in PDF format
- Completed Request for Posting form. This information should be sent at least 10 days in advance of the desired posting date.
- Completed Certificate of Not-For-Profit Status form plus a copy of the organization's 501(c) 3 certificate.

Organizations are limited to postings of one per month with a two-month limit for any one posting.

The U-46 Administration Office will make the final determination of eligibility for posting. You will be notified via e-mail of approval or if any additional information will be required.

Approved postings will be updated on a weekly basis.