



# School District of West Salem



## Activities by Outside Agencies

District Office  
405 East Hamlin Street  
West Salem, WI 54669  
608-786-0700  
608-786-2960 - Fax

Elementary School  
475 North Mark Street  
West Salem, WI 54669  
608-786-1662  
608-786-3415 - Fax

Middle School  
440 East Avenue  
West Salem, WI 54669  
608-786-2090  
608-786-1081 - Fax

High School  
490 North Mark Street  
West Salem, WI 54669  
608-786-1220  
608-786-1273 - Fax

Name of Organization Making Request: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Deliver this form and a (digital when possible) copy of the material to be posted on the district web site under "Activities by Outside Agencies." Approved community, family and youth activities will be posted on the district web site.

**NOTE: PLEASE DO NOT DISTRIBUTE MATERIALS TO SCHOOLS/STAFF.**

Directions: E-mail, fax or deliver this form and material to appropriate grade level building office

4K-Grade 4 ([frank.jane@wsalem.k12.wi.us](mailto:frank.jane@wsalem.k12.wi.us))

Grades 5-8 ([lochen.janel@wsalem.k12.wi.us](mailto:lochen.janel@wsalem.k12.wi.us))

Grades 9-12 ([ledoux.joanne@wsalem.k12.wi.us](mailto:ledoux.joanne@wsalem.k12.wi.us))

Staff/district ([quinn.monica@wsalem.k12.wi.us](mailto:quinn.monica@wsalem.k12.wi.us))

Posted materials shall have a telephone number on them in order for parents to get further information. Please allow enough time for approval and posting.

### Save

***This section is for school personnel only.***

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

If disapproved, reason why: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_