

Western Dubuque Community School District

Code No. 903.5E1

Distribution of Materials Request Form

Per Board Policy 903.5R1: Only materials for which the superintendent, or superintendent's designee, can determine a reasonable connection with the school district's educational mission will be approved for posting or distribution. Activities for which the organization charges other than a nominal participation fee (\$10 or less per student) will normally not be approved. **For-profit organizations may not use educational facilities (including school mail), school employees or students in any manner for the promotion or sale of products and services which solely benefit any for-profit organization.** This includes distribution of pamphlets or fliers urging students, their families, or others to purchase services or products.

Please type or print clearly

Name of Event: _____ Event Date: _____

Description/Purpose of Event: _____

Is there a cost associated with the event/activity? ☐ Yes (the cost is _____) ☐ No

Name of Sponsoring Club/Organization: _____

Select one: ☐ Non-profit 501c(3) # _____ ☐ For-profit

Contact Person: _____

Contact Telephone: _____ Contact Email: _____

Requested Distribution:

Distribution to: Elementary Grades:

☐ Every Student in Grades _____

☐ Girls in Grades _____

☐ Boys in Grades _____

Secondary Grades:

☐ Every Student in Grades _____

☐ Girls in Grades _____

☐ Boys in Grades _____

Posting for: ☐ Student Notification (i.e. bulletin board) ☐ Student Announcement ☐ Staff Notification (i.e. bulletin board)

Material and request must be submitted for approval at least ten (10) working days prior to requested distribution date.

Applicant will receive a response within five (5) working days of submissions. (Weekends and holidays will not be included in the calculation.)

The following disclaimer must be imprinted on the front of each approved flyer:

NOTICE: Distribution of this flyer does not constitute an endorsement by the Western Dubuque Community School District. The printing cost for these flyers was paid for by the sponsoring organization.

Approved materials to be distributed must be bundled and delivered as follows:

- To ensure efficient operation of normal school business, materials will not be approved for distribution before Labor Day and after May 15.
- Materials must be bundled in packs of 25 and then in sets of packs sufficient for the count to be distributed in each building. (The District will provide enrollment numbers for each building.)
- Each set should be labeled with the building's name, distribution group (i.e.: Grades 3-5), and the requested distribution date.
- Approved sets of materials should be delivered to the superintendent's office at least five (5) working days prior to the requested distribution date. Principals/secretaries will be notified of the approval and a district representative will deliver the materials to the applicable schools.
- The school principals will have discretion in determining the timing and manner of distribution of information, and may set reasonable limits to the number of approved materials distributed to students.

To be completed by Superintendent or Superintendent's designee: (_____) Approved* (_____) Not Approved

**Approval does NOT constitute either an endorsement of the activity or an endorsement of the activity's sponsoring group.*

Notes:

District Signature: _____ Date: ____/____/____