



FLYER DISTRIBUTION APPROVAL FORM

ORGANIZATION – Please print legibly

Organization Name: _____

Status of Organization: Nonprofit (must have current 501(c)(3)) Private School or City Council

Name of Event: _____ Date of Event: _____

Contact Person: _____ Phone Number of Contact: _____

Statement of recreational or educational value to students: _____

Event Category: Educational Recreational Social

Audience: Students Staff

Target audience (circle all that apply): MOE: K 1 2 3 4 5 CMS: 6 7 8 CHS: 9 10 11 12 *Certificated Staff

Request to distribute to staff: A direct benefit for staff member A service opportunity

Distribution format: Poster Flyer Other (explain) _____

Display: Office Counter Bulletin Board Home with Students (elementary only) Staff Room

An organization granted approval to distribute materials is responsible for:

- A copy of the poster/flyer to be submitted with the Flyer Distribution Approval Form to the District Office at 303 E Johnson or to Georgia Mashayekh at mashayekh@chelanschools.org (Please allow 2-4 business days for processing.)
- Providing information in **ENGLISH and SPANISH** for K-5 classroom distribution.
- A copy of the approval form will be left at the school site with the materials to be distributed.
- Flyers approved to go home with Elementary students must be in BUNDLES OF 25 unless otherwise stated.
- **ALL** distribution is the responsibility of the applicant upon receiving approval.
- Materials will be distributed out to the elementary classrooms twice a month. Have materials at Morgen Owings Elementary School by the 1st and 15th of each month, September through June.

The Lake Chelan School District does not sponsor, endorse, or recommend any of the organizations, services, or activities described in these materials. In consideration for the privilege to distribute these materials, Lake Chelan School District shall be held harmless from any causes of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees, judgments, or awards.

I have read and agree with the regulations listed on the Flyer Distribution Procedure 4060P located on the Lake Chelan School District Web site and the back of this form. I understand that the district has no obligation to distribute materials that are not received in time, or that violate any of these requirements. Once approved, I recognize that it is my responsibility to distribute the appropriate number of flier copies directly to the designated school or schools in the LCSD. I agree that this approval is for this flier only, and that any other items that I wish to have posted will need to be approved separately. Once approved, I agree that this flier is ready to be posted as it was sent to the district. Your below signature indicates agreement with these conditions.

Signature of Contact Person: _____ Date: _____

DISTRICT OFFICE

APPROVED: Counter Bulletin Board Home with Students Certificated Staff Other: _____

DENIED: Request does not comply with School Board policy 4060 requirements (i.e.: promotes commercial enterprise)

District Office Signature: _____ Date: _____



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Board Policy 4060

DISTRIBUTION OF MATERIALS

The board recognizes that nonprofit organizations may want to distribute materials in the school district that are non-curricular but that have social, recreational or educational value for students.

Any nonprofit group wishing to distribute informational material must first submit, to the superintendent or a designee, a copy of the material and a statement of the educational value the program provides to students.

Informational materials to be distributed must also be approved by the building principal and meet certain standards prior to distribution. The primary purpose of the standards is to prevent the exploitation of students by individuals or groups.

Board Procedure 4060

Individuals seeking to distribute information in schools will submit to the superintendent a statement of the recreational or educational value to students.

Dissemination of the information does not reflect the district's endorsement or sponsorship of the activity. All materials distributed must contain the statement "The district does not sponsor or endorse this event/information and the district assumes no responsibility for it. In consideration of the privilege to distribute materials, the Lake Chelan School District will be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney's fees and judgments or awards."

The district or the school will not distribute materials that:

- A. Are obscene, lewd, or vulgar;
- B. Are libelous;
- C. Contain language that is intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual, or ethnic slurs;
- D. Promote commercial enterprises;
- E. Promote the violation of existing laws, regulation or ordinances, or official school policy, rules or regulations; or
- F. Proselytize or disparage religious beliefs.

The building principal will review and determine whether the materials are approved for distribution to students. Any further review will be made by the superintendent/designee whose decision is final.