

PROCEDURES FOR DISTRIBUTION OF MATERIALS

Individuals requesting information to be posted or distributed will be directed to the District homepage>Community>Community Flyers & Events

- 815 Distribution of Materials – Board Policy
 - 815 Procedures for Distribution of Materials
 - 815 Exhibit A – Request for Permission Form
1. All flyers must have written permission of the District Administrator or his/her designee for distribution.
 2. The party seeking permission to distribute must provide a copy of the item to be distributed along with the completed Request for Permission Form.
 3. Once approved, flyers will be posted on the Community Flyers & Events area of the District's website for reference until one week after the event.
 4. Approved flyers will be sent electronically to applicable school buildings as a part of the building's monthly newsletter. Request shall be submitted no later than two weeks prior to the last Friday of each month.
 5. Failure to meet any of the specific requirements may result in the non-school materials not being distributed through the schools.

Approved: June 11, 2012

Revised: March 13, 2017