

**KAUKAUNA AREA SCHOOL DISTRICT
REQUEST FOR PERMISSION TO DISTRIBUTE MATERIALS**

The distribution of published material by non-school organizations within the schools is prohibited without written permission of the District Administrator or his/her designee. Published materials would include posters, circulars, advertisements, and similar items.

Permission to distribute published material will be granted only to non-profit organizations. Such organizations must have a significant portion of their clientele residing within the Kaukauna Area School District boundaries.

Organizations will have the opportunity for distribution monthly during each school year. Distribution will be on the last Friday of each month that school is in session. The request for permission should be submitted no later than two weeks prior to the last Friday of each month.

In addition, the organization may request that the published material be placed on the District website in the Community Calendar of Events. The organization may also request that one copy of the published material be displayed near the entrance to the site if such a display is available.

1. All flyers must have written permission of the District Administrator or his/her designee for distribution.
2. All flyers must be bundled in packs of 30.
3. All flyers must be delivered to the site involved.
4. The party seeking permission to distribute must provide a copy of the item to be distributed along with this form at the time of request.
5. Failure to meet any of the specific requirements may result in the non-school materials not being distributed through the schools.

Student Request

Staff Request

Name of Organization:

Representative's Name:

Contact information: Phone _____ Email: _____

We agree to the requirements listed above and request permission to distribute flyers to: (check all that apply)

Grade Level(s) _____

- Haen – Grades 1-4 PCCS – Grades K-4 Quinney – Grades 1-4 Tanner – Grades 4K-1
 NDLC - Grades K-4 River View - Grades 5-8 High School – Grades 9-12

Dated

Representative Signature

Dated:

Authorization

*Attach copies of flyers to be distributed.