

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, whether in a paper or electronic format.

Permission to distribute published material will be granted only to non-profit organizations that have submitted proof of non-profit status to the District. 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 via the electronic parent newsletters at applicable school buildings. Distribution via the school newsletters will be on or near the first of each month that school is in session. The request for permission should be submitted no later than two weeks prior to the first Monday of each month.

In addition, the organization may request that the published material be placed on the District website under the "Community" tab. 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. 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.
3. Upon approval, the requester will provide a certain number of paper copies for distribution to families who have requested paper copies of the newsletters.
4. 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

Park – Grades K-4

Quinney – Grades 2-4

Tanner – Grades 4K-1

New Directions - Grades 4K-4

River View - Grades 5-8

High School – Grades 9-12

 Dated:

 Representative Signature

 Dated:

 Authorization

*Attach copies of flyers to be distributed.