

Request for Distribution of Information to Students: Outside Group/Organization

Nonprofit organizations or individuals may wish to distribute fliers and other information/promotional materials. Information about organizations or activities is distributed at the discretion and decision of the superintendent's designee.

In order to distribute:

1. The notice must be for an activity or event of possible educational, social, or recreational value or benefit to a student in the Edmonds School District.
2. The sponsoring entity shall be a nonprofit organization, not engaged in a remunerative, for-profit activity.*
3. The sponsoring entity and/or activity shall be open and available to the diverse students and parents served by the Edmonds School District on a nondiscriminatory basis.
4. The materials must be identified with the primary sponsoring entity's name and must include the Edmonds School District's disclaimer.**

5. The materials can reflect a religious viewpoint or content as long as the information is presented in a manner that is not proselytizing or disparaging of religion.

We cannot distribute:

1. Materials which use obscene, indecent or have offensive language or graphics, or content which would be prohibited by district rules for student conduct.
2. Materials which advocate or promote the violation of laws, district policies, or school rules.

*** A copy of the 501 (C)(3) and/or state UBI number for the organization named and represented on the flier being submitted for approval must be provided with each request.**

****All fliers must include our disclaimer in a prominent location which reads as follows: "The Edmonds School District does not sponsor or endorse the activity and/or information contained in this material."**

It is the responsibility of the requesting organization to mail or deliver fliers to the schools. Materials for the elementary schools should be bundled in packets of 30 based on student count, unless otherwise indicated. For the secondary schools, provide one bundle of 25 fliers to be displayed in the main office. When you deliver fliers to the schools include a finalized copy of this form. Please note that some schools are opting to leave a small supply of fliers in the office or provide information as a PDF via email to parents.

Date of Request: _____

Group/Organization: _____

State UBI Number: _____ 501 (c)3 provided: Yes No

Representative: _____

Mailing Address: _____
City _____ State _____ Zip _____

Home Phone: (____) _____ Work Phone: (____) _____

Email Address: _____ FAX: (____) _____

DISTRIBUTION OPTIONS:

<input type="checkbox"/> Elementary Schools <input type="checkbox"/> All <input type="checkbox"/> Specific Schools – please list: _____ _____ Grade(s) _____ <input type="checkbox"/> One Per Family <input type="checkbox"/> One Per Student <input type="checkbox"/> Male Only <input type="checkbox"/> Female Only	<input type="checkbox"/> Middle Schools <input type="checkbox"/> High Schools <input type="checkbox"/> All <input type="checkbox"/> Specific Schools – please list: _____ _____ <input type="checkbox"/> 25 left in main office of middle and/or high school(s)
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If you have questions about distribution please leave a voicemail message at 425-431-7056 or email information@edmonds.wednet.edu. Calls will be returned within 24 to 48 hours. We request you do not call the District switchboard. Fliers are processed in the order they are received. Thank you for your cooperation! Fax 425-431-7006

Community Relations Department Use Only:	
This flier has been approved for distribution: _____ Yes _____ No	
_____	_____
Signature	Date