



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 IRS 501(c)3 determination letter and the WA 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 all 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, please 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 elementary schools are opting to leave a small supply of fliers in the office or provide information as a PDF via email to parents, in lieu of distribution to the entire student body.

Date of Request: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

State UBI Number: \_\_\_\_\_

EIN Number: \_\_\_\_ - \_\_\_\_\_

Representative: \_\_\_\_\_

Copy of 501(c)3 provided?  Yes  No  N/A

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

DISTRIBUTION OPTIONS:

Form with checkboxes for Elementary Schools, Middle Schools, High Schools, All, Specific Schools, Grade(s), One Per Family, One Per Student, eFliers, Male Only, Female Only, and 25 left in main office.

If you have any questions about the distribution process, please contact the Community Relations eFlier representative by email at halperto@edmonds.wednet.edu. Responses will be sent 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

Approval box with text: This flier has been approved for distribution: \_\_\_ Yes \_\_\_ No (Community Relations Department Use Only) Signature \_\_\_\_\_ Date \_\_\_\_\_