

Kennewick School District #17

REQUEST TO DISTRIBUTE MATERIALS IN THE SCHOOLS

Date _____

Organization _____

Representative _____ Phone _____ Fax _____

Address _____

Date you would like material distributed _____

Materials distributed to Staff? _____

Students? _____ Grade Level/s _____

Attach sample

Please indicate preference of how distribution will be made:

_____ Materials will be bundled in packets of 30 for classroom distribution to individual students.

_____ Materials will be in one packet for distribution from a central location in the school.

_____ Material will be posted in one or more locations in the school.

Request Approved _____

Request Denied _____

(see reason circled
on reverse side of form)

Date _____

**ALLOW FIVE (5) DAYS FOR PROCESSING THIS REQUEST
ORGANIZATION IS REQUIRED TO DELIVER MATERIALS TO
SCHOOLS**

*Principals reserve the right to honor or prioritize requests
with the needs of the school.*

STUDENTS

Procedure For Distribution of Materials Through the Schools

The Kennewick School District discourages the use of children to distribute materials/publications other than those originating in the Kennewick School District.

All organizations desiring the assistance of Kennewick School District in the distribution of materials in the schools must receive prior approval from the superintendent or designee. Requests shall be made on the "Request to Distribute Materials in the Schools" form and must be received in the district official's office at least one week prior to the desired date of distribution.

Limitations placed on drives or promotions are:

1. Distribution for profit or promotion of Business is not permitted.
2. Distribution of political and religious literature on school property is not permitted.
3. Any placement of posters in schools or distribution of materials through students must be preceded by authorization of the superintendent or his/her designee.
4. Agency items must be delivered to the school office or locale determined by the superintendent or designee.
 - a. bulk materials may be made available to students at the reception desk, or area designated by the principal or his/her designee.
 - b. materials in packets of 30 may be distributed to students in their classrooms.
5. The name and phone number of a contact person outside the school must accompany all material.
6. No collection of money or bonus points shall be made by school personnel.
7. The materials shall not, by statement or implication, indicate endorsement of the drive or promotion by the Kennewick School District.
8. It shall not be the responsibility of the district or school personnel to secure pupil response to the drive or promotion.
9. Product advertising shall not be allowed as the primary function of such drives or promotions.

Additionally:

1. The objectives of the contest, campaign or promotion shall be consistent with the district's goals and policies;
2. The proposed activity shall have educational value to the participants;
3. Participation by a student will not interfere with his/her program of curricular or co.-curricular activities.

If materials are approved for distribution, requesting organization is responsible for delivery to each school. Principals reserve the right to honor or prioritize requests with the needs of the school.