



Request to Distribute Materials in Schools

Criteria for approval:

- ❖ Must be a nonprofit 501(c) (3) organization, government agency, or community partner to be able to distribute information.
- ❖ Commercial advertising or distribution for profit is not permitted.
- ❖ Must not require a purchase.
- ❖ A copy of the material(s) to be distributed must accompany request.
- ❖ All material must be submitted at least 10 days prior to date of desired distribution.
- ❖ All material must state *“This activity is not sponsored or endorsed by Kennewick School District”*
- ❖ Requesting Organization accepts responsibility for delivery of materials to schools.
- ❖ A copy of the request, once approved, must be presented or sent with materials to each site.

Requests that meet the above criteria can be submitted to the Superintendent’s Office at 1000 W Fourth Avenue, or emailed to patty.lord@ksd.org. You will receive confirmation of approval or denial of your request by the same method it was submitted.

Date _____

Organization _____ Title of Materials _____

Representative _____ Phone _____ Fax _____

Address _____ Email _____

Date you would like material distributed _____

Grade level(s) for distribution: *(If not intended for all schools at the selected level(s), please list the intended schools below)*

- Elementary Middle School High School

Preference of how distribution will be made:

- ❖ *Please note that principals reserve the right to honor and/or to prioritize all requests with the needs of the school*
 - Materials bundled in packets of 30 for classroom distribution to individual students. (Elementary only)
 - Materials in one packet for distribution from a central location in the school.
 - Material posted in one or more locations in the school.

I have read the regulations provided on the back of this form and agree to comply with them. Kennewick School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials including all costs, attorney’s fees and judgments or awards.

Signature _____

For Office Use Only

Request Approved _____

Approved By _____

Request Denied _____

Date _____

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 ten (10) days prior to the desired date of distribution.

Limitations placed on drives or promotions are:

1. Commercial advertising is not permitted.
2. Distribution of political literature on school property is not permitted.
3. Distribution of materials that proselytize or disparage religious beliefs are not permitted.
4. Any placement of posters in schools or distribution of materials through students must be preceded by authorization of the superintendent or his/her designee.
5. 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 elementary students in their classrooms.
6. The name and phone number of a contact person outside the school must accompany all material.
7. Materials shall not, by statement or implication, indicate endorsement of a drive or promotion by the Kennewick School District. All material must include the statement: "This event/activity is not sponsored or endorsed by the Kennewick School District."
8. It shall not be the responsibility of the district or school personnel to secure pupil response to a drive or promotion.
9. No collection of money or tabulation of effort points shall be made by school personnel.

Additionally:

1. The objectives of any contest, campaign or promotion shall be consistent with the district's goals and policies.
2. The proposed activity shall have educational, social, or recreational value to the participants.
3. Participation by a student will not interfere with his/her program of curricular or co.-curricular activities.
4. Fund raisers, drives or promotions are at the discretion of building administrators.

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