

**WASHINGTON ELEMENTARY SCHOOL DISTRICT
REQUEST TO DISTRIBUTE PROMOTIONAL MATERIALS**

Date _____, 20____

Name of organization/group _____

IRS EIN Number _____ Title of flyer to be distributed _____

We wish to distribute promotional materials on the following date _____
Month Date(s) Year

We wish to distribute promotional materials at the following school(s): _____

The person who may be contacted, if necessary, about the content of this material, by the school, parent or other recipient of information is:

Name _____

Address _____ City _____ State _____ Zip code _____

Phone _____ Fax _____

I/We hereby assure the Washington Elementary School District that the organization:

Comply Does not comply

- Is a **verified nonprofit organization** and has included the organization's **IRS 501c3 letter** with the sample material.
- Has allowed a **minimum of two weeks** for approval and distribution of materials.
- Has provided materials confined to **one sheet of paper, no larger than 8 1/2" x 11"**.
- All material to be distributed includes the **name, address and telephone number** of the sponsoring organization, and a brief description of the activity/event, as well as brief description of the organization.
- Has prominently displayed the **disclaimer(s)** on the material to be distributed.

The Washington Elementary School District neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service.

El Distrito Escolar Washington ni apoya ni patrocina la organización o actividad representada en este documento. La distribución de este material es provisto como un servicio comunitario.

- Has **received facility use approval** if event/activity is being held at a WESD facility.
- Has an authorized representative of the organization **sign** these written assurances.
- Will **deliver** fliers/brochures to schools **separated** into groups of 30 with properly executed Request to Distribute form.

I/We hereby assure the Washington Elementary School District that the material for distribution:

- Does not cause the District to violate state or federal laws.
- Does not promote illegal discrimination on the basis of gender, race, religion, national origin or ethnicity, or disability.
- Does not promote illegal activity for minors.
- Does not contain words, symbols or images that would be regarded as lewd, obscene, vulgar or plainly offensive if communicated by a student on school grounds.
- Does not defame a person or organization or threaten serious disruption of a school or school-sponsored activity.

Signature of authorized representative _____ Title _____

A properly executed copy of the Request to Distribute form, an IRS 501c3 letter, and a clear copy of the material to be distributed must be received by Nicole.Lusciandrello@wedschools.org or (fax) 602-347-2722 by Tuesday at 4 p.m. to be considered for approval that week. If the event/activity is being held at a WESD facility, a copy of the facility use approval must also be provided.

FOR WESD/SCHOOL USE ONLY

Date: _____ WESD Representative _____

Action: Approved distribution at the following school (s): _____ Denied or requested alteration for the following reason(s): _____