

Here are the forms for information distribution. The first page is the application itself and the second page is what would be distributed after approval. Flyers created yourself are not allowed. The only variance is that you can copy them on colored paper or use a different font. No cartoons, figures, logos, etc., can be added. The reason the policy was adopted that way is to assure consistency among all those who want information to go out to families through the students. You can e-mail them back to me after you complete them and I will give them to _____ for review and approval. The turnaround time is very short. I can then email them; fax them back to you (please provide a fax number); mail them to you, or you can pick them up, as you will need the page with his initials on it (second page) for distribution. When you receive that, you then make copies according to the enrollment at each school and deliver them to the schools. The high schools do not send literature home with students as they usually end up in the trash or the parking lot. At those schools, they will be placed in the kiosk for students to take if they are interested.

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Flagstaff Unified School District No. One

Application for Distribution of Information

This application is being provided to individuals/organizations who request permission to distribute information to students about non-school sponsored, student-oriented activities. Permission to distribute information does not constitute sponsorship, endorsement or approval by the School District of the activity or program described in the information which is permitted to be distributed. Material which is permitted by the School District to be distributed will be distributed in a timely manner at the discretion of the principal of the school.

Upon receipt of permission to distribute, the material must be provided to school sites, collated in appropriate quantities for each classroom, at least four days prior to distribution. Materials that arrive at school sites in bulk and not individually packaged will not be distributed.

School Year: _____

Today's Date: _____

Organization/Individual's Name: _____

Purpose for request: _____

Contact information (names, address, phone, e-mail, website): _____

Activity or activities you want to advertise: _____

OFFICE USE ONLY

Permission to distribute information is: Granted: _____ Denied: _____

Date of Notification: _____

Signature of Administrator

Date

Note regarding use of this form: The next page is to be completed by the person or organization requesting distribution of information. If distribution is permitted, that page will be distributed.

1. Who? Provide your name or organization's name:

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2. What? Provide a description of your event or service:

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3. When? Provide when your event occurs:

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4. Where? Provide information where your group meets:

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5. Contact Information (names, address, phone, e-mail, and website):

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DISCLAIMER

The information above is provided as a public service. The activity or program described is not sponsored, endorsed, reviewed or screened in any way by the Flagstaff Unified School District. The School District does not monitor or supervise the activity or program described above. Parents and guardians are urged to speak with the sponsoring organization and carefully evaluate the suitability of the activity for their children prior to their children's participation.

Date:

Administrator Initials: