

**Community Relations**

**Advertising and Distributing Materials in Schools Provided by Non-School Related Entities**

TO: BUILDING ADMINISTRATORS AND SECRETARIES

SUBJECT: DISTRIBUTION OF HANDOUTS

ORGANIZATION/ACTIVITY\_\_\_\_\_

NAME OF PUBLICATION\_\_\_\_\_

**APPROVED**

\_\_\_ Place in office for pickup

\_\_\_ Place on table(s) for students Grade(s)\_\_\_\_\_

\_\_\_ Distribute through classroom Grade(s)\_\_\_\_\_

\_\_\_ Building administrator's prerogative to distribute to interested staff

\_\_\_ Post in building

\_\_\_ Place in faculty lounge

**OTHER APPROVED INFORMATION FOR DISTRIBUTION**

\_\_\_ Representative will be contacting the building administrator. Participation is determined by the building principal.

\_\_\_ Permission to conduct survey providing the building administrator and teacher(s) involved are agreeable. All necessary documentation is on file with the Associate Superintendent.

\_\_\_ **DENIED**

Reason:\_\_\_\_\_

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

\*This form must be presented, in person, at each attendance center where materials are to be distributed.

ADOPTED: September 16, 2009