



**Return completed form to:**  
 SEATTLE PUBLIC SCHOOLS – M/S 32-170  
 Attn: Communications Department  
 2445 3<sup>rd</sup> Avenue South, P.O. Box 34165  
 Seattle, WA 98124-1165  
 Phone: 206.252.0200 Fax: 206.252.0201

## REQUEST FOR APPROVAL TO DISTRIBUTE INFORMATION FROM NON PROFIT GROUP/ORGANIZATION

Seattle Public Schools will approve materials from non-profit groups provided the following criteria are met:

- Only materials from a Washington State registered non profit organization will be accepted
- Organization must conduct business within the boundaries of Seattle Public Schools
- The materials must not be political in nature
- Materials from religious organizations may not proselytize
- Materials cannot advertise or sell a product
- Each group is limited to three distributions per school year
- Materials must comply with school district policies and state/government laws and regulations
- Materials must support district goals, e.g.:
  - ◊ Benefit the goal of increased academic achievement for our students
  - ◊ Enhance educational programs of the district
  - ◊ Encourage youth character building activities and interests
  - ◊ Provide staff development opportunities for teachers

Group/Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Desired Date of Distribution: \_\_\_\_\_

Business Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Information to be distributed:

- Flyer  
 Poster

Non-Profit wishes to distribute to:

- |   |  |
|---|--|
| <input type="checkbox"/> Elementary Schools | <input type="checkbox"/> Students <sub>1</sub> |
| <input type="checkbox"/> *Middle Schools    | <input type="checkbox"/> Principals            |
| <input type="checkbox"/> *High Schools      | <input type="checkbox"/> Teachers              |
| <input type="checkbox"/> Selected Schools:  | <input type="checkbox"/> Selected Grades:      |

*\*Materials are not sent home with middle and high school students but will be made available for voluntary pick up in the school office or other designated area*

\_\_\_\_\_ <sub>1</sub>Specify if fliers will be one per student or a bundle per school

Upon Approval, Group/Organization must:

1. **Hand deliver or U.S. mail materials to each school(s).**  
*Note: Distribution of materials in schools is at the final discretion of the school principal or designee.*
2. Separate materials into groups of 25 to expedite handling at the schools.
3. Attach one copy of this distribution form with each school's material.
4. Submit materials **AFTER** the first two weeks of school and **UP TO** the last two weeks of the school year.

*I have read and agree with the procedures above and indicate acceptance by my signature below:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>School District Approval:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b> _____
<b>District Authority:</b> _____		<b>Phone No.</b> _____
<i>(Written approval must be obtained for each flyer/poster to be distributed.)</i>		