

Superintendent Procedure 4060SP

Distribution of Information

Approved by: s/S. Enfield Date: 9/14/11

Dr. Susan Enfield, Interim Superintendent



Non-profit organizations that wish to distribute materials to schools or students pursuant to School Board Policy 4060 must comply with these procedures.

- The organization must submit the “Request for Approval to Distribute Information from Non-profit Group/Organization” which is available online at:<http://district.seattleschools.org/modules/cms/pages.phtml?sessionid=9c7f9287001b0a5b25bbf7c673c61028&pageid=227400&sessionid=9c7f9287001b0a5b25bbf7c673c61028>
- Materials must be submitted by the 15th of each month for distribution the following month; review of materials will occur only once per month, from August through May (for example, an organization that wishes to distribute information in September should submit the information to the Communications department no later than August 15)
- Information will not be distributed to schools in July or August
- Information that constitutes advertising or product promotion, or that is political or religious in nature, will not be approved

Non-profit organizations whose information is approved for distribution will be charged a fee to offset the costs of evaluating the materials.

For the 2011-2012 school year, the fee is \$25.00 per item.

Approved: September 2011

Revised:

Cross Reference: Policy No. 4060