



Request for Distribution of Information from Outside Group/Organization

The Monroe Public Schools supports efforts to involve students in optional activities that have social, recreational, or educational value. Information distributed is at the discretion of the school district and may be determined in part by the quantity of requests received.

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| <p>1. The district <i>may</i> distribute:</p> <ul style="list-style-type: none"> Announcements for programs/services for local, regional and national non-profit organizations that pertain to children and/or education. | <p>2. The district <i>will not</i> distribute:</p> <ul style="list-style-type: none"> a. Solicitations for funds b. Direct sales information by outside vendors c. Surveys, questionnaires, or requests for information by non-school organizations d. Solicitation for religious or political memberships |
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Complete this form and email an electronic copy (PDF preferred) of the materials to be distributed, and submit it to the superintendent's office (at above address, fax or by email). Attach a copy of your non-profit certification. All fliers must display the following disclaimer: *"While the Monroe Public Schools reviews the offered material for appropriateness, it does not assume responsibility for actual content or any of the activities offered."*

Name of group/organization _____ Non-profit Other

Person requesting distribution _____ Phone _____ Fax _____

Email address _____ Cell Phone _____

Suggested text for link on website _____

Request information be shared with: Students Staff only

Requested distribution method:

Put 25copies in school offices for pick up
(Requester must package all fliers/posters & deliver materials direct to the building(s))

Post PDF to website (postings limited to 5 days)

I have read and agree with the conditions stated above. I understand that distribution of materials is at the discretion of the building administrator. The District has no obligation to distribute materials that have been incorrectly packaged or not received on time. I also agree to place the following statement on fliers of general distribution: *While the Monroe Public Schools reviews the offered material for appropriateness, it does not assume responsibility for actual content or any of the activities offered.*

Name of person requesting distribution

Date

District office only below this line

Approval to distribute as checked above: Yes No _____
Superintendent's signature

Distribution: original supt. file, copies to school(s), copy to the requestor