

## REQUEST FOR APPROVAL TO DISSEMINATE INFORMATION

**District Guidelines**

**Distributing Materials to Students**

- Dissemination of materials is limited to the **posting** of information on the district's web-site.
- Paper copies of the information **will not** be distributed to students and are not to be delivered to the school buildings.
- The district will only post information from **not-for-profit** organizations.
- The information cannot be in violation of Board policy or state or federal laws.
- The information must be of general interest to the School District as a whole.
- Organizations (such as Johnson County Parks & Recreation) should combine brochures/ information sheets to cover a period of time such as "Fall Activities" rather than sending out multiple announcements for each different activity.

*Each request will be reviewed by the Superintendent of Schools or Designee on an individual basis with these criteria in mind. A decision not to disseminate is not to be considered disapproval of the activity/event/announcement, but rather a decision based on the best interests of the School District philosophy.*

**Name of Organization:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Requested Dates of Posting:**      **Start Date:** \_\_\_\_\_      **End Date:** \_\_\_\_\_

**Name of Representative:** \_\_\_\_\_

**Representative's Phone No.:** \_\_\_\_\_      **FAX No.:** \_\_\_\_\_

**Representative's E-mail Address:** \_\_\_\_\_

**Brief description of information and the target audience:**

*I have read the policies outlined above and agree to abide by requirements.*

\_\_\_\_\_ \_\_\_\_\_

**Representative's Signature**

**Date**

Please [e-mail](#) an electronic copy of the brochure.

**FOR OFFICE USE ONLY**

Approved       Denied

\_\_\_\_\_ \_\_\_\_\_

Signature of Superintendent /Designee

Date