



Centennial School District

Approval for Distribution of Materials

Material description

Today's date _____

Requested distribution date _____

Contact information

Organization _____

Contact name _____

Address _____

City/zip _____

Phone:

(H) _____

(W) _____

Fax _____

E-mail _____

Distribution information

1. Circle school/s BH CT CV GL
 RL EC MS

2. Check one:

Building staff

Students (circle grade/s)

K 1 2 3 4 5
6 7 8

3. Other instructions _____

Office use only

Approval

Direct distribution to students

Located in district

Non-profit

Acceptable content

Promotes school objectives or direct relationship to school

Equal access—no cost (unless waiver), artificial criteria, qualifying membership, future commitment

No political or religious beliefs

Fee assistance or scholarship information listed.

Direct distribution not allowed. May be placed at principal's discretion wherever literature is distributed in the building

Approved by _____ Date _____

Sent for distribution _____ Date _____



Distribution of non-school materials

Promotion of non-school activities

Requests for distribution of non-school materials or promotion/endorsement of non-school activities are referred to the communications office for action and is not handled at the building level.

Requests meeting the following criteria may be distributed directly to students:

1. The organization/sponsor is physically located within the school district.
2. Materials do not promote political or religious beliefs.
3. The materials/activity are acceptable in tone, grammar, decency, and content for classroom use at the targeted age.
4. The materials/activity promotes wellness, exercise, scholarship, leadership, or other objectives normally a part of the school curriculum or are in direct relationship to school instruction.
5. If a fee is charged or funds raised, the sponsor must be a valid non-profit organization and a substantial amount of the funds collected must be returned in some manner to the community.
6. The sponsor/organization must provide fee assistance or scholarships to needy participants and must include this information on the materials it wishes to distribute.

Approved materials may be distributed directly to students. Individual teachers may refuse to have their classes participate if they feel the activity is inappropriate or out of classroom sequence. Materials will not be distributed the last week of school.

Materials that do not meet this criteria may be placed, at the principal's discretion, for general pickup wherever literature is distributed in the building.

Instructions for distribution

1. Return a copy of the flyer for approval (fax 763-792-6050, e-mail to jjohnson@isd12.org, mail or drop off at the district office) 7 to 10 working days before requested distribution date.
2. After receiving approval from communications office, make and bundle flyers according to chart below.
3. Drop off flyers with receptionist in district office and fill out form. Flyers will be sent to schools for distribution.

2011–12 Student Count

	Bundles	# Per Bundle	Total
Blue Heron			
Kindergarten (AD) 2		23	46
Kinderarten (1/2) 4		24	96
Grade 1 4		27	108
Grade 2 5		29	145
Grade 3 4		30	120
Grade 4 4		30	120
Grade 5 4		34	136
Extras 1		25	25
Total	28		796

	Bundles	# Per Bundle	Total
Centennial			
Kindergarten (AD) 1		23	23
Kindergarten (1/2) 2		26	52
Grade 1 3		26	78
Grade 2 3		26	78
Grade 3 3		27	81
Grade 4 3		29	87
Grade 5 3		26	78
Total	18		477

	Bundles	# Per Bundle	Total
Centerville			
Kindergarten (AD) 2		23	46
Kindergarten (1/2) 2		21	42
Grade 1 4		25	100
Grade 2 5		25	125
Grade 3 4		28	112
Grade 4 3		35	105
Grade 5 3		33	99
Total	23		629

	Bundles	# Per Bundle	Total
Golden Lake			
Kindergarten (AD) 1		23	23
Kindergarten (1/2) 2		21	42
Grade 1 3		22	66
Grade 2 3		22	66
Grade 3 3		25	75
Grade 4 2		26	52
Grade 5 3		26	78
Total	17		402

	Bundles	# Per Bundle	Total
Rice Lake			
Kindergarten (AD) 2		23	46
Kindergarten (1/2) 2		21	42
Grade 1 3		26	78
Grade 2 4		26	104
Grade 3 3		33	99
Grade 4 4		28	112
Grade 5 3		35	105
Total	21		586

Early Childhood 30 pieces

Middle School 82 bundles of 20, totaling 1,640
Kara Mundale 1 bundle of 28

High School—Materials are not distributed to high school students but will be left in each office for general pickup.