



Event Materials Distribution Form

In order to ensure the efficient operation of normal school business, materials will not be approved for distribution to students before Labor Day. Materials will not be approved for distribution to students after May 15. **Please note, per Board Policy #6230 for-profit organizations may not use educational facilities (including school mail), school employees or students for the promotion or sale of products and services which solely benefit any for-profit organization/business.**

Please type or print clearly

Date Request is being submitted: _____

Name of Event: _____

Date Event is to be held: _____

Description/Purpose of Event: _____

Name of Sponsoring Club / Organization: _____

501c(3) # _____ (non-profit, only) Contact Person: _____

Contact Telephone and/or Email: _____

Is cost of participation clearly indicated? Yes No

Requested Method of Distribution:

Elementary grades only:

- Distribution to: Every Student in Grades _____
 Girls in Grades _____
 Boys in Grades _____

Distribution through:

- PE Instructors (sports related events)
 Music Instructors (music related events)
 School Libraries
 Other _____

- Posting for: Student Notification
 Staff Notification

- Student Announcement
 Distribution to Staff

This form must be submitted for approval ten (10) working days prior to event / distribution. Applicant will receive a response within five (5) working days of submissions. (Saturdays, Sundays, and holidays will not be included in the calculation of days.)

Materials to be distributed to students must be bundled in **packs of 30** and **then in sets of packs** sufficient for the count to be distributed in each building. (The District will provide enrollment numbers for target group.) Each set should be labeled with the building's name, the target distribution group (i.e.: Grades 3-5) and the requested distribution date. Sets of materials are to be delivered to the superintendent's office. If approved, the principal and secretary of the relevant building(s) will be notified. A school principal will have discretion in determining the timing and manner of distribution of information.

() Approved as noted above* () Not Approved

*Approval does **NOT** constitute either an endorsement of the activity or an endorsement of the activity's sponsoring group.

Signature _____ **Date** ____ / ____ / ____

Dubuque Community Schools (563) 552-3012 FAX: (563) 552-3014

The following disclaimer must be imprinted on the front of each flyer:
 NOTICE: Distribution of this flyer does not constitute an endorsement by the Dubuque Community School District. The printing cost for these flyers was paid for by the sponsoring organization.