



REQUEST TO
DISTRIBUTE MATERIALS

Policy No. 4060F3
Personnel
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PLEASE READ THIS FORM CAREFULLY
DISTRIBUTION REQUIREMENTS ARE LOCATED BELOW

Name of Organization: _____
Name of Representative: _____
Title of Flyer/Form: _____
Contact phone number: _____
Address: _____
Email Address: _____
Schools where materials are to be distributed:

To staff only: To students: What grades:

Date materials should reach schools:

IS THIS A NON-PROFIT ORGANIZATION: Yes: No:

* * * * *

For office use only:

APPROVE: DISAPPROVE:

By:

Date:

Comments:

- Attach one (1) copy of this form with each school's material. Material must be bundled in groups of 32 and marked with the school's name on the outside.
- This approval is good for 45 days after the date noted above. Permission to distribute is not transferable to any other material. Written approval must be obtained for each form/flyer to be distributed.

The Highline School District will require a hold harmless statement on ALL materials to be distributed to Highline students and staff by outside organizations.

The statement should read as follows:

In consideration for the privilege to distribute the attached materials, the Highline School District shall be held harmless from any cause of action, claim or petition filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees, and judgments or awards.