



GILROY UNIFIED SCHOOL DISTRICT
Educational Services Department
Telephone (669) 205-4026 Fax (408) 847-1219

GUIDELINES FOR REQUESTS TO DISTRIBUTE PRINTED MATERIALS TO SCHOOLS

Date: _____

SUBJECT: K-5 Flyer/Poster/Brochure Approvals

Requesting organization completes:

This is authorization for representatives of the _____ (organization) to distribute printed materials to schools for *students* or *teachers* in grades _____ related to: _____ (subject)

Contact person _____

Telephone number _____ Fax number _____

E-mail: _____

1. The district designee may approve the distribution of printed materials which extend the community's cultural, recreational, artistic or educational opportunities and which do not promote any particular commercial religious or political interest. (Board policy 1325, Advertising and Promotion)
2. Advertisement must be from a non-profit, non-sectarian organization which does not solicit funds or services from and by students. Flyer must indicate name, address and telephone number of the organization, including the contact person.
3. Please submit flyers for approval seven days prior to distribution date. Flyers submitted with less than the 7-day period are not guaranteed approval.
4. All materials sent home with students are to be translated in Spanish and printed back-to-back in English and Spanish.
5. Printed materials, along with the approval form, must be pre-counted in bundles and taken to schools by the organization's representative. The sponsoring organization is responsible for preparing material for distribution.
6. All flyers must contain the phrase: "Approval for distribution of these materials does not imply endorsement by the Gilroy Unified School District."

For district designee use:

[] Approved for distribution (Grades K-5) [] Approved for posting only (Grades 6-12) [] Not approved

Date Reviewed _____

Approved by: _____