



## Approval to Distribute Materials in Richland Schools

Criteria for approval:

- A copy of the **material** to be distributed must accompany this **approval request**.
- All material must state **“This activity is not sponsored by Richland School District”**.
- The requesting organization accepts responsibility for delivery of materials to schools.
- A copy of this approval, **once authorized**, must be presented or sent with materials to each site.
- Materials may be **made available** to students at designated school flyer tables.
- Posters or flyers may be posted in appropriate areas, if available, per building approval.
- The proposed activity shall have educational, social, or recreational value to the participants.
- **Richland School District does not distribute flyers to students as classroom handouts.**

Requests may be submitted in person to the Richland School District Office at 615 Snow Avenue, faxed to 942-2401 or emailed to [jennifer.belts@rsd.edu](mailto:jennifer.belts@rsd.edu). The District Office phone number is 509-967-6000. Confirmation of approval or denial of your request can be returned via email, fax or in person.

Date \_\_\_\_\_ Title of materials \_\_\_\_\_

Organization \_\_\_\_\_

Representative \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Grade level(s) desired for distribution:**

Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_

\*\*\*\*\*

**Administrative Use Only:**

**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_