



# TRACY UNIFIED SCHOOL DISTRICT MATERIALS DISTRIBUTION AUTHORIZATION

PLEASE ALLOW APPROXIMATELY 10-15 BUSINESS DAYS TO PROCESS YOUR FLYER

**Instructions: Flyers are approved for Non-Profit Organizations only. Form must be filled in completely with Non-Profit number in order to be processed. You may fax your flyer and this form to: 830-3269.**

\_\_\_\_\_ is requesting permission from Tracy Unified School District to distribute and display material pertaining to their sponsored event. It is understood and agreed that each school site principal can refuse permission to display and distribute these advertisements. Tracy Unified School District is NOT sponsoring the event.

\_\_\_\_\_ agrees to indemnify and hold harmless Tracy Unified School District from any and all liabilities arising from this request. Tracy Unified School District students are prohibited from distributing any materials away from the school grounds.

**Description of material/flyer:** \_\_\_\_\_  
\_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Non-Profit Organization Number (required):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*TUSD does not provide copies or distribute flyers to school sites. Approval is for hard copy distribution only/please bundle in sets of 32. Electronic distribution is prohibited.*

\*\*\*\*\*

### Office Use Only

Casey Goodall: \_\_\_\_\_ Date: \_\_\_\_\_

Sheila Harrison: \_\_\_\_\_ Date: \_\_\_\_\_

This Advertisement Expires: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Denied: