

**FERNDALE SCHOOL DISTRICT
INSTRUCTIONS FOR
DISTRIBUTION OF MATERIALS**

- Deliver one copy of the material you would like distributed to the district office for the superintendent to authorize. Please indicate whether the material is to be distributed to staff or students. Please include a name and phone number as a contact for the distribution. Also, your request should include a statement of the educational value the program provides to students.

For Distribution to Students

- Upon receiving approval, please provide the district with the following amount of bundles labeled with the school name (each consisting of 30 pieces) for each school. Bundles must be individually rubber banded or paper clipped.

| | |
|-----------------------|------------------------------------|
| Beach Elementary | 40 pieces |
| Cascadia Elementary | 20 |
| Central Elementary | 14 |
| Custer Elementary | 16 |
| Eagleridge Elementary | 22 |
| Skyline Elementary | 14 |
| Horizon Middle | 27 |
| Vista Middle | 21 |
| Ferndale High | 65 |
| Total Bundles | 199 (plus bundle for Beach) |

For Distribution to Personnel

- Upon receiving approval, please provide the district with the following bundles that include the appropriate counts. Bundles must be individually rubber banded or paper clipped, as well as labeled appropriately.

| | Certificated | Classified | Total |
|----------------------|--------------|------------|------------|
| Beach | 3 | 7 | 10 |
| Cascadia..... | 36 | 28 | 64 |
| Central | 27 | 17 | 44 |
| Custer..... | 29 | 19 | 48 |
| Eagleridge | 35 | 15 | 50 |
| Skyline | 30 | 17 | 47 |
| Horizon..... | 40 | 20 | 60 |
| Vista Middle..... | 47 | 28 | 75 |
| Ferndale High..... | 90 | 55 | 145 |
| Transportation..... | 0 | 55 | 55 |
| Maintenance..... | 0 | 12 | 12 |
| Cafeteria | 0 | 13 | 13 |
| District Office..... | 7 | 24 | 31 |
| TOTALS..... | 344 | 310 | 654 |

- Please deliver **ALL** prepared materials to the administration office located at 6041 Vista Drive. Our schools do not accept direct delivery of materials. Materials will be distributed through our interdistrict mail system to schools, so plan accordingly as to when your event is in order to ensure it gets to the schools in a timely manner.
- Please feel free to call or email Kelly Warner at (360) 383-9213; kelly.warner@ferndalesd.org if you should have any questions.