

**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
<b>Total Bundles</b>	<b>199 (plus bundle for Beach)</b>

**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
<b>TOTALS .....</b>	<b>344</b>	<b>310</b>	<b>654</b>

- 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 inter-district 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 Jackson Hogan at (360) 383-9207; jackson.hogan@ferndalesd.org if you should have any questions.