
Request for Distribution of Materials

Per Board of Education Policy 9700

It is the policy of the Green Local School District Board of Education that students, staff members and district facilities not be used for commercial advertising or for promoting the interests—personal, political or commercial—of an individual or organization unless subject matter thereof advances the educational aims of the District. The Board shall permit distribution of materials extraneous to the educational aims of the District providing the content of the materials and/or manner of presentation have been approved by the Superintendent and are in full compliance with the following guidelines:

1. Distribution is for informational purposes only and refrains from persuasion.
2. Materials are age-appropriate and meet community standards of decency and propriety, as determined by the Superintendent or designee.
3. Distribution does not relate to a product which is inappropriate for or illegal to minors.
4. Distribution does not relate to a product or service that would be considered educationally controversial or objectionable to a significant number of parents or other members of the District's community.
5. Distribution occurs without loss of or disruption to instructional time, does not involve any direct cost to the District, and does not make unreasonable demands upon the time and energies of District resources, be they physical or human.
6. Materials promoting for profit ventures or events and activities that compete with events/offerings by the Green Local School District will not be approved for distribution.
7. Direct distribution to individual students or parents during the school day is prohibited.
8. Materials approved for direct distribution to students will be distributed by employees of the school district only as part of take-home folders or agenda books that regularly contain materials providing information on both school-sponsored and non-school-related activities and events. In schools where there is no regular packet sent home to families, the building principal will determine the appropriate time, place and manner to distribute approved materials.
9. Approved non-school-related materials may be posted in the common areas of a school building that are specifically designated by the building principal for such purpose, if available. The building principal may restrict or prohibit the distribution of non-school-related materials if the time and/or manner of posting disrupts or interferes with school activities.
10. Distribution via the *Flyers from School* website must be submitted electronically (JPG files only) and, if approved, will be active for a maximum of 30 calendar days.
11. The following disclaimer must appear on all non-school-related materials to be distributed:

These materials are for informational purposes only. The Green Local School District does not endorse the persons or organizations providing these materials nor the messages contained herein. Unless specifically stated, the activities promoted herein are not affiliated with or sponsored by the Green Local School District.

To submit a Request for Distribution of Materials, please complete the form on the reverse side in its entirety and provide copies of all materials to be distributed. If intended for web posting, materials must be submitted electronically as a JPG file. All requests and materials should be submitted for approval at least 5 business days before the desired date of distribution. Submit requests to any of the addresses below.

Request for Distribution of Materials Form

Per Board of Education Policy 9700



Step 1: Requestor Information

Requestor Name		Daytime Phone	
Email Address			
Organization Name			
Individual or Organizational Purpose:	<input type="checkbox"/> FOR PROFIT	<input type="checkbox"/> NOT FOR PROFIT	<input type="checkbox"/> POLITICAL
Street Address			
City/State		Zip Code	
Will you sell a product or solicit funds or donations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Attach copies with this request of all materials which will be distributed, displayed or sold.			

Step 2: Method of Distribution (Select all that apply)

<input type="checkbox"/> <i>Flyers from School website</i> Preferred Start Date _____	<input type="checkbox"/> Distribution on school property/at school event by Requestor Name of event _____ Date of event _____ Location of event _____
<input type="checkbox"/> Direct Distribution to students/staff* Preferred Date _____	

*For Direct Distribution to students/staff by school personnel, please identify demographic and location preferences. Select all that apply. Please note the number of copies that must be provided by the Requestor.

<input type="checkbox"/>	Green High School (9-12)	1000 copies	<input type="checkbox"/>	Central Administration	30 copies
<input type="checkbox"/>	Green Middle School (7-8)	700 copies	<input type="checkbox"/>	Green Primary School (1-3)	1000 copies
<input type="checkbox"/>	Green Intermediate School (4-6)	1000 copies	<input type="checkbox"/>	Greenwood (PreK & K)	350 copies
<input type="checkbox"/>	Teachers	300 copies	<input type="checkbox"/>	Support Staff	300 copies
<input type="checkbox"/>	Boys Only	(halve bldg. copies)	<input type="checkbox"/>	Girls Only	(halve bldg. copies)

Step 3: Reply Preference

Please identify the method by which the Superintendent's designee will communicate with you about the approval or denial of this request.

- Email
- Phone
- In-Person at the Central Administration Building (address below)

Requestor will be notified when the request and associated materials have been reviewed. The District reserves the right to request revisions and deletions to materials intended for distribution as well as additional information about the request. The District further reserves the right to decline requests based on Board of Education policy and guidelines which are available at www.greenlocalschools.org.

Mailing Address: PO Box 218 Green, OH 44232 Physical Address: 1755 Town Park Boulevard Uniontown, OH 44685
Please email Inquiries to Julie McMahan, Director of Communications and Community Relations at mcmahanjulie@greenlocalschools.org.