

April 2023

Procedures for the Distribution of Information

The Distribution of Information/Materials Application Form and the information/materials to be posted shall be submitted to the Office of Instruction for approval. The Distribution of Information/Materials Application Form can be submitted electronically, emailed to klohr@ocss-va.org, or mailed to or dropped off at the Taylor Education Administration Complex at 200 Dailey Dr, Orange, VA, 22960. The information shall be posted to the district and school websites once approved. Paper copies of the information/materials submitted will not be distributed.

The Distribution of Information/Materials Application Form and the information must be submitted to the Office of Curriculum and Instruction.

All materials submitted for approval must have the following disclaimer printed clearly on the material:

“These materials and the activity described herein, are not sponsored or endorsed by the Orange County School Board.”

Individuals/groups requesting to distribute information shall complete the attached form, providing the following information:

- Organization
- Name of contact person
- Address
- Telephone number
- Email address
- Purpose of the information to be posted

As per policy KF-Distribution of Information/Materials, “Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission of the Orange County School Division.”

Organizations will be notified by email of the approval of their information.

If you have any questions, please contact Judy Anderson or Renee Honaker, Executive Director’s of Instruction, at 540-661-4550.

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Distribution of Information/Materials Application Form

The Distribution of Information/Materials Application Form and the information/materials to be posted shall be submitted to Judy Anderson or Renee Honaker, Executive Director's of Curriculum and Instruction, for approval.

Name of Government or Nonprofit Community Organization: _____

Name of Contact Person: _____

Address of Contact Person: _____

Telephone Number of Contact Person: _____

Email Address of Contact Person: _____

Purpose of the Materials to be posted: _____

Dates to post information: Start Date: _____, End Date: _____

Flyers are posted on the district website and all school websites. If this information is specific to a school or specific schools, please notate this on the flyer.

Signature

Date

BELOW TO BE COMPLETED BY OFFICE OF INSTRUCTION ONLY

____ Not Approved Reason: _____

____ Approved

Executive Director of Elementary Instruction or Executive Director of Secondary Instruction