



**SUPERINTENDENT'S AUTHORIZATION FOR DISTRIBUTION OF MATERIALS  
TO STUDENTS BY OUTSIDE AGENCIES**

- Are you a profit-making organization?  Yes  No
- Are you an outside organization seeking to access students or adults for fund-drive purposes?  Yes  No
- Are you an advocacy organization promoting (or opposing) programs in the political, social, health or economic area?  Yes  No
- Are you an organization that is seeking to solicit, proselytize, or disparage religious beliefs?  Yes  No

**If you answered yes to any of the above questions the district has the right to refuse your distribution request.**

**APPLICATION TO DISTRIBUTE MATERIALS**

IMPORTANT: Attach one (1) copy of material to be distributed.

1. **Date Submitted:** \_\_\_\_\_
2. **Person completing application form: Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_
3. **Name of organization or distributor(s):** \_\_\_\_\_
4. **Type of material which the group would like to distribute:** \_\_\_\_\_
5. **Please state the social, recreational or educational value the program provides to students:** \_\_\_\_\_  
 \_\_\_\_\_
6. **Manner in which the organization would like to distribute the materials:**
  - Hand out in classrooms (*Materials need to be provided in bundles of 30. No exceptions!*)
  - Have brochures available in office, faculty lounge (*provide 12-15 copies*)
  - Post on community bulletin board
  - Other \_\_\_\_\_
7. **Request that the material be distributed to:** (*If request is only to specific schools, please list.*)
  - Elementary Schools: \_\_\_\_\_
  - Middle Schools: \_\_\_\_\_
  - High Schools: \_\_\_\_\_
8. **Signature of person requesting:** \_\_\_\_\_

**SEND APPLICATION VIA:** FAX (509) 573-7184 or MAIL/DROP OFF AT Yakima School District, 104 N. 4<sup>th</sup> Ave., Yakima, WA 98902

**SCHOOL DISTRIBUTION: (Failure to follow school distribution procedures [A-D below] will prevent material from being distributed.)**

A signed copy of this form will be given to the organization requesting distribution.

- A.** Materials must be translated into Spanish or reference a telephone number for answering questions in Spanish.  
 Materials are in:  English & Spanish OR  English with Spanish Information Phrase & Telephone Number  
**"Para información en español, favor de llamar al (509) XXX-XXXX."**
- B.** All materials need to include the following disclaimer: *"Yakima School District has neither reviewed nor approved the program, personnel, activities, or organizations announced in the flyer. Permission to distribute this flyer should not be considered a recommendation or endorsement by the Yakima School District. Yakima School District shall be held harmless from any causes of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all cost, attorney's fees, judgements, or awards."*
- C.** Each school needs a signed copy of this form. (Applicant needs to duplicate copies for each school receiving approved materials.)
- D.** Upon receipt of authorization, the person making the request is responsible for delivering materials to individual school locations. Approved materials must be in the building within 24 hours before planned distribution. **Materials must be sorted into bundles of 30.** Posters and other forms of visual communication may be displayed in a school with the principal's permission following superintendent approval. (OP 4320)

> > > OFFICE USE ONLY < < <

Tracking # \_\_\_\_\_

**APPROVED** for distribution only in accordance to specifications in item numbers 6 & 7.

**This permit is for one use only during the school year issued.**

**DENIED.** Reason for denial: \_\_\_\_\_

\_\_\_\_\_  
**Authorization Signature**

\_\_\_\_\_  
**Date**