



EATONVILLE SCHOOL DISTRICT COMMUNICATIONS DEPARTMENT

PO Box 698, 200 Lynch St. W,
Eatonville, WA 98328



communications@eatonvilleschools.org



23-24 School Year

Request to Distribute Materials

This is to acknowledge receipt of your request to distribute materials (flyers) in the Eatonville School District. In respect to your request, please be advised that Eatonville School District recently reviewed their procedures for the distribution of materials for others. Based on our procedures, your materials will be considered for distribution if you do the following:

- ☐ 1. Sign and return the "Hold Harmless" agreement on page two.
- ☐ 2. Ensure that the flyer(s) include the following:
 - ☐ The name of the sponsoring organization
 - ☐ The telephone number of the responsible representative, and
 - ☐ A disclaimer in 12 point font or larger, on the front-page that states: **"The district does not sponsor nor endorse this event/information and the district assumes no responsibility for it."**
- ☐ 3. Sign, date, and return this form along with the original digital item(s) you wish distributed to the district office via email to: a.farrens@eatonvilleschools.org (Mrs. Ashley Farrens)
- ☐ 4. Please email a typed blurb that explains and summarizes the event or activity to the appropriate audience.
- ☐ 5. The flyer must be attached as a digital file: **PNG or JPG format only.**
- ☐ 6. Please select all, which schools or which grade levels the flyer is intended for:
 - ☐ All schools and all students (Preschool -12th Grade)
 - OR** select specific schools
 - ☐ Columbia Crest (Preschool - 8th Grade)
 - ☐ Eatonville Elementary (Preschool - 5th Grade)
 - ☐ Eatonville Middle School (6th-8th Grade)
 - ☐ Eatonville High School (9th - 12th)
 - ☐ Weyerhaeuser Elementary (Preschool - 5th Grade)
 - OR** select specific grade levels:
 - ☐ Preschool (3 and 4 years old)
 - ☐ Transitional Kindergarten (4 years old)
 - ☐ Kindergarten
 - ☐ 1st Grade
 - ☐ 2nd Grade
 - ☐ 3rd Grade
 - ☐ 4th Grade



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- ☐ 5th Grade
- ☐ 6th Grade
- ☐ 7th Grade
- ☐ 8th Grade
- ☐ 9th Grade
- ☐ 10th Grade
- ☐ 11th Grade
- ☐ 12th Grade

☐ 7. Please select the type of distribution you would like:

- ☐ Social Media Platforms
- ☐ [District Website](#)
- ☐ Email in monthly newsletter (please note there will only be one email a month with all community flyers bundled together as we have been notified that too many emails are sent about different events). To be included in the monthly newsletter email, please submit your flyer for the month ahead no later than the 25th. The monthly email newsletter will be sent on the 1st of each month.
- ☐ Paper Distribution (please be aware you must provide your own paper copies. Paper copies are to be sent to the District Office. The distribution to the schools will occur internally.

Hold Harmless – In consideration for the privilege to distribute the attached materials, the Eatonville School District shall be held harmless from any cause of action, claim or petition filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards. The literature must include the name of the sponsoring organization, the telephone number of the responsible representative, and the above statement conspicuously placed (attach a copy of the brochure to this agreement).

Signed

Date

Contact Information: *(Printed)*

Name: _____

Phone: _____

E-Mail: _____