



**Request to Distribute Materials in Schools**

**Criteria for approval:**

- ❖ Must be a nonprofit 501(c) (3) organization, government agency, or community partner to be able to distribute information.
- ❖ Commercial advertising or distribution for profit is not permitted.
- ❖ Must not require a purchase.
- ❖ A copy of the material(s) to be distributed must accompany request.
- ❖ All material must be submitted at least 10 days prior to date of desired distribution.
- ❖ All material must state *“This activity is not sponsored or endorsed by Kennewick School District”*
- ❖ Requesting Organization accepts responsibility for delivery of materials to schools.
- ❖ A copy of the request, once approved, must be presented or sent with materials to each site.

Requests that meet the above criteria can be submitted to the Superintendent’s Office at 1000 W Fourth Avenue, or emailed to [patty.lord@ksd.org](mailto:patty.lord@ksd.org). You will receive confirmation of approval or denial of your request by the same method it was submitted.

Date \_\_\_\_\_ 501(c)(3) YES or NO  
 Organization \_\_\_\_\_ Title of Materials \_\_\_\_\_  
 Representative \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Address \_\_\_\_\_ Email \_\_\_\_\_

Date you would like material distributed \_\_\_\_\_  
 Grade level(s) for distribution: *(If not intended for all schools at the selected level(s), please list the intended schools below)*  
 Elementary       Middle School       High School

**Preference of how distribution will be made:**

- ❖ *Please note that principals reserve the right to honor and/or to prioritize all requests with the needs of the school*
  - Materials bundled in packets of 30 for classroom distribution to individual students. (Elementary only)
  - Materials in one packet for distribution from a central location in the school.
  - Material posted in one or more locations in the school.

I have read the regulations provided on the back of this form and agree to comply with them. Kennewick School District shall be held harmless from any cause of action 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.

Signature \_\_\_\_\_

*For Office Use Only*

Request Approved \_\_\_\_\_ Approved By \_\_\_\_\_  
 Request Denied \_\_\_\_\_ Date \_\_\_\_\_

Revised: ~~July 2018~~ September 25, 2018  
 Renamed: 09/05/2018 F-1 4060

## COMMUNITY RELATIONS

### Procedure for Distribution of Materials

The Kennewick School District supports an environmentally friendly digital-only materials distribution process for nonprofit organizations that reduces waste, saves district staff time, and eliminates paper costs by using an e-flyer service to distribute materials to parents and guardians.

The dissemination of such materials is solely to provide parents with information on activities outside the school district that may be of interest to their children. It does not reflect the district's endorsement or sponsorship of the activity.

The District will publish its approval process for the posting of e-flyers on its website, and the superintendent's designee will be responsible for approving e-flyers.

In order to be considered for posting, the flyer must:

- Have social, recreational, and/or educational value to students
- Be sponsored by a verifiable non-profit organization located in Benton or Franklin counties.
- Be screened for the appropriateness of its content
- Prominently display contact information and other important information, such as date, time, location, details, sponsoring organization, and registration link
- Be consistent with the District's goals and policies
- Contain the statement: This activity is not sponsored or endorsed by the Kennewick School District (automatically applied by the e-flyer system)

All materials and activities must be consistent with Kennewick School District policies and federal and state law. Materials or promotions are prohibited by the District if they:

- Promote commercial enterprises
- Proselytize or disparage any religion or religious beliefs
- Advocate or promote the violation of existing laws, regulations or ordinances, or official school policy, rules or regulations
- Contain language that is intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual or ethnic slurs
- Are libelous
- Promote or oppose any political candidate or ballot proposition
- Are obscene, lewd or vulgar
- Inhibit the functioning of any school or district program

Individual schools and school-related partner organizations (PTO, Boosters, DECA, etc.) may distribute school-related flyers via the e-flyer system and/or provide hard copies to parents/guardians.

7/2013

09-5-2018 Previously R 3222 Renamed R 4060

09-25-2018 Updated