

February 2024

## **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 [mnolan@ocss-va.org](mailto:mnolan@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 the 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 Directors of Instruction, at 540-661-4550.

## 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 Directors 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 note 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