

## DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES

Materials not related to school-sponsored activities, curriculum, or academic programs shall not be distributed on school property by individuals, community groups, or organizations without approval of the Superintendent or his/her designee.

Non-student vested and/or special interest groups will not be allowed to distribute materials and literature through the schools or on school grounds during school day hours.

Materials of a commercial or political nature are not allowed in mailboxes unless covered by the collective bargaining agreement.

Any employee, citizen, or PTA wishing to use staff mailboxes to distribute nonschool related materials to staff shall receive prior authorization from the building principal. This policy does not apply to the distribution of materials under provisions of collective bargaining agreements.

**Legal Reference:** Wisconsin State Statute 118.12

**Adoption Date:** June 8, 1998

## REQUEST FOR PERMISSION TO DISTRIBUTE FLYERS

The distribution of published material by nonschool organizations within the schools is prohibited without written permission of the Superintendent or his/her delegate. Published materials would not include posters, circulars, advertisements, and similar items.

Permission to distribute published material will be granted only to nonprofit organizations. Such organizations must have a significant portion of their clientele residing within the Appleton Area School District boundaries.

1. All flyers must have written permission of the Superintendent of his/her designee for distribution.
2. The distribution date will be determined by the building principal within one week of receipt of the flyers.
3. All flyers must be bundled in packs of 30.
4. All flyers must be delivered to the Morgan Building.
5. The party seeking permission to distribute must provide a copy of the item to be distributed at the time of request.

Name of Organization: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

We agree to the requirements listed above and request permission to distribute flyers to:

\_\_\_\_\_ School(s)

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorization

\_\_\_\_\_  
Date

**Adoption Date: June 8, 1998**