



# Worthington School District Request to distribute non-school materials to students

## OVERVIEW

The Worthington School district is pleased to work with local organizations to distribute materials with students, providing the purpose of the organization complements the educational mission of Worthington Schools. Materials are distributed digitally to students & families through the Electronic Backpack found on our website - <http://www.worthington.k12.oh.us/backpack> - and linked in school emails, newsletters and on social media. Items may also be placed in school offices. **(SEE INFORMATION BELOW)**

To ensure the appropriateness of the distributed material:

- o The district may request that the material be edited
- o The district may ask for the inclusion of a disclaimer ensuring recipients do not expect the district to endorse the information
- o The district will distribute forms in multiple formats – but .PDF is best way to ensure links work

## PROCESS

Please complete the form below and submit, along with a sample of the materials to be distributed, at least **two weeks prior to the distribution date.**

## APPROVAL

Status of approval will be available within seven days of request

## ADDITIONAL DISTRIBUTION

Materials can also be made available in hard copy in each school office. In order to have materials available in the office, the items must be bundled in groups of 25, labeled and packaged separately by school, and delivered to the Worthington Education Center at least 10 days prior to the distribution date. Large manila envelopes or two-gallon Ziploc bags work best for transportation and distribution.

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

Organization Address: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Is the organization considered not-for-profit? \_\_\_\_\_ Yes (If yes, you **must** attach official proof) \_\_\_\_\_ No

Is this organization located within the Worthington School District boundaries? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there a fee associated with the events, products, services or activity being promoted? \_\_\_\_\_ Yes \_\_\_\_\_ No

Provide any additional website link(s) that should be included: \_\_\_\_\_

Events, products, services or activities being promoted must benefit students educationally or offer a physical fitness/health benefit. Please explain how this criteria is being met: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email this form and your materials for distribution to Kathy Lane at [KLane@wscloud.org](mailto:KLane@wscloud.org).

The material may also be faxed to (614) 883-3010 or dropped off in person at:

**Worthington School District  
200 E Wilson Bridge Rd.  
Worthington, OH 43085**

Office Use Only: Date Request Rec'd \_\_\_\_\_ Request Approved Y N Initials \_\_\_\_\_ Date Posted to Intranet \_\_\_\_\_

Notification: \_\_\_\_\_