



Northridge Local School District
6097 Johnstown-Utica Road
Johnstown, Ohio 43031

Request to Distribute non-school materials to students

OVERVIEW

Northridge Local Schools is pleased to work with local organizations to distribute materials with students, providing the purpose of the organization completes the educational mission of Northridge Local Schools. Materials are distributed by print and digitally through digital communications, to students and families.

To ensure the appropriateness of the distributed material:

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

PROCESS

Please complete the form below and submit along with a sample of the material 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

Material can also be made available in hard copy in each school office. In order to have material available in the office, the item must be bundled in groups of 25, labeled and packaged separately by school, delivered to Northridge Local Schools – District Office at least 10 days prior to the distribution. Large manila envelopes or two-gallon ziplock bags work best for transporting and distribution.

Organization _____

Address _____

Person Name _____

Telephone _____

Email Address _____

Is the organization considered not-for-profit? Yes No

Is this organization located within the Northridge Local Schools 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:

Emailed to the Superintendent Administrative Assistant, Tina Pickering at tpickering@northridgevikings.org, along with the form.

The material may be faxed to (740) 967-5022 or dropped off in person at:

Northridge Local Schools – District Office
6097 Johnstown-Utica Road
Johnstown, Ohio 43031

Office Use Only: Date request rec'd _____
Request Approved: Yes No
Date posted: _____ Notification: _____