



## TRACY UNIFIED SCHOOL DISTRICT MATERIALS DISTRIBUTION AUTHORIZATION

PLEASE ALLOW APPROXIMATELY 5-10 BUSINESS DAYS TO PROCESS YOUR FLYER

**Instructions: Flyers are approved for Non-Profit Organizations only. The form must be filled in completely with a Non-Profit number to be processed. You may email your flyer and this form to: [csousa@tusd.net](mailto:csousa@tusd.net).**

\_\_\_\_\_ is requesting permission from Tracy Unified School District to  
(Name of Organization)  
distribute and display material pertaining to their sponsored event. It is understood and agreed that each school site principal can refuse permission to display and distribute these advertisements. Tracy Unified School District is NOT sponsoring the event.

\_\_\_\_\_ agrees to indemnify and hold harmless Tracy Unified School  
(Name of Organization)  
District from all liabilities arising from this request. Tracy Unified School District students are prohibited from distributing any materials away from the school grounds.

Any non-school group's promotional materials to be distributed, posted, or published must include the statement below.

*"These materials are neither sponsored nor endorsed by Tracy Unified School District. TUSD makes no representation regarding the nature of quality of the services or activity promoted."*

**Description of material/flyer:** \_\_\_\_\_  
\_\_\_\_\_

### Contact Information

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Non-Profit Organization Number (required):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*TUSD does not provide copies or distribute flyers to school sites.*

*Approval is for hard copy distribution only/please bundle in sets of thirty-two. Electronic distribution is prohibited.*

### Office Use Only

Tania Salinas: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: ☐ Denied: ☐

Dr. Zachary Boswell: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: ☐ Denied: ☐

This Advertisement Expires: \_\_\_\_\_ Date: \_\_\_\_\_