



Application for Materials Distribution

Davenport Community Schools offers Virtual Backpack, a convenient online resource linking students and families to educational, recreational, and cultural community activities.

1. Applicants agree to the terms outlined in the Guidelines for Print Materials and other policies and process of Davenport Community Schools material distribution process.
2. Non-profit or not-for-profit organizations must complete and submit for approval one PDF copy of proposed material(s) along with the application to: Backpack@davenportschools.org. Application should be made at least two weeks prior to the desired distribution date.
3. Materials will be reviewed on the 1st and the 15th of each month. You must allow up to **two** weeks for posting. All materials submitted on the date of or after each review date will not be reviewed until the following review date. The contact person for the request will be notified via email or phone with review approval or denial.
4. By submitting this application, the requestor warrants the truthfulness of the information provided and by submitting this application it constitutes legal confirmation that the organization acknowledges and agrees to the above Terms of Acceptance.
5. All promotional graphics, handouts, flyers must be in a pdf format and include the following disclaimer: *These materials are neither endorsed nor sponsored by the Davenport Community School District, nor does the school district take any position with regards to the materials presented.*

APPLICANT INFORMATION

Please complete this application and submit to Davenport Community Schools according to "Guidelines for Print Material Distribution."

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|---|--|---------------|
| Organizations Name: | | Contact Name: |
| Street Address: | City: | State: |
| Phone: | Email: | |
| Category: Choose One | Copies for display: | |
| <input type="checkbox"/> Arts <input type="checkbox"/> Out of School Time/Camps <input type="checkbox"/> Community & Neighborhood <input type="checkbox"/> Education & Learning <input type="checkbox"/> Family & Student Support <input type="checkbox"/> Sports & Recreation | <input type="checkbox"/> Yes - We would like to distribute print copies for backpacks or display areas. School: _____ Grade level: ____ <input type="checkbox"/> No - We will not make print copies (Virtual Backpack only) | |

Office Use Only

Date:

Approved for Distribution

Title of file:

Staff:

Denied for Distribution

Reason for Denial:

Policy of Nondiscrimination: No student in the Davenport Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, ancestry, national origin, religion, marital status, sex, sexual orientation, gender identity, disability, parental/familial status, socioeconomic status, or any other trait or characteristic protected by law. The policy of the district shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.