



FLYER DISTRIBUTION AUTHORIZATION FORM

Advertising and Promotion Policies

Organization: _____ Contact Name _____
 Non-profit Number: _____ Contact Phone: _____
 Event or Subject _____ Contact Email: _____

School Site	Grade Level	Mode of Distribution
<input type="checkbox"/> Jefferson School	<input type="checkbox"/> TK	<input type="checkbox"/> Electronic
<input type="checkbox"/> Tom Hawkins School	<input type="checkbox"/> K	
<input type="checkbox"/> Monticello School	<input type="checkbox"/> 1st	
<input type="checkbox"/> Anthony Traina School	<input type="checkbox"/> 2nd	
<input type="checkbox"/> Corral Hollow School	<input type="checkbox"/> 3rd	
	<input type="checkbox"/> 4th	
	<input type="checkbox"/> 5th	
	<input type="checkbox"/> 6th	
	<input type="checkbox"/> 7th	
	<input type="checkbox"/> 8th	

Your flyer will be considered for distribution in accordance with Board Policy and Administrative Regulation 1325. Please attach your flyer/material to this application and submit to the Jefferson Elementary School District Office or bvictoria@jsdtracy.com. Please submit an electronic file for requests for electronic distribution. Allow three business days for review of your flyer.

- The Superintendent or designee may approve the distribution to students of materials prepared by organizations which are school sponsored or school related. Materials approved for distribution shall further the district’s intended purpose, directly benefit the students, support the basic educational mission of the district or be of intrinsic value to the students. Materials shall not promote any commercial, religious or political interest.
- An approved flyer may not be altered in any way.
- Electronic Distribution – The district will distribute flyers once per month on the first day of the month.
- The following language is required on all flyers:
 “The Jefferson Elementary School District does not sponsor, supervise nor endorse this activity, event, organization or its content. Distribution of this material is provided by the District as a community service for non-profit organizations”

Please sign here to acknowledge acceptance of these terms:

 Signature Date

JEFFERSON ELEMENTARY SCHOOL DISTRICT

APPROVED

DENIED

Comments: _____

 Superintendent Signature
 1219 Whispering Wind Drive

 Superintendent Name
 Tracy, CA 95377

 Date
 (209) 836-3388