



REQUEST TO DISTRIBUTE MATERIALS

Organization Name: _____

Person Making Request: _____ Phone: _____

Email: _____

Date of Request: _____

Date of Distribution: _____

(Contact each school office for information regarding day of the week school communications are distributed electronically.)

Purpose: _____

Type/Form of Distribution: ☐ Placement in Staff Room
☐ Electronic Distribution (community section of district website and ParentSquare school newsletter)

Grade Level: ☐ Elementary ☐ Middle School ☐ High School

Special Distribution Instructions: _____

Non-Profit EIN # _____ or submit completed forms w/ proof of nonprofit status (one time verification only) to: distribution@steilacoom.k12.wa.us

Please attach a copy of material(s) to be distributed.

Please Note:

1. Steilacoom Historical School District will require the following statement on ALL materials to be distributed to students and staff by outside organizations. The statement should read as follows: **The Steilacoom Historical School District does not sponsor or endorse this event/information and the district assumes no responsibility for it.**
2. The coordination with school secretaries for the electronic distribution of materials is the responsibility of the organization making the request. A copy of this completed form (with approval) must be emailed along with the electronic version of approved materials to each school site.
3. SHSD school office email addresses can be found on each school's website or on the [district's website](#).

For District Use Only

Approved for Distribution

Authorized Steilacoom Historical School District Representative

Date