REQUEST FOR APPROVAL TO DISSEMINATE INFORMATION

District Guidelines

Distributing Materials to Students

- Dissemination of materials is limited to the posting of information on the district’s web-site.
- Paper copies of the information will not be distributed to students and are not to be delivered to the school buildings.
- The district will only post information from not-for-profit organizations.
- The information cannot be in violation of Board policy or state or federal laws.
- The information must be of general interest to the School District as a whole.
- Organizations (such as Johnson County Parks & Recreation) should combine brochures/information sheets to cover a period of time such as “Fall Activities” rather than sending out multiple announcements for each different activity.

Each request will be reviewed by the Superintendent of Schools or Designee on an individual basis with these criteria in mind. A decision not to disseminate is not to be considered disapproval of the activity/event/announcement, but rather a decision based on the best interests of the School District philosophy.

Name of Organization: _____________________________________________________________

Type of Event: _________________________________________________________________

Requested Dates of Posting: Start Date: __________ End Date: __________

Name of Representative: _________________________________________________________

Representative’s Phone No.: ____________________ FAX No.: ________________________

Representative’s E-mail Address: ________________________________________________

Brief description of information and the target audience:

I have read the policies outlined above and agree to abide by requirements.

__________________________ __________________________
Representative’s Signature Date

Please e-mail an electronic copy of the brochure.

FOR OFFICE USE ONLY

☐ Approved ☐ Denied

__________________________ __________________________
Signature of Superintendent /Designee Date