MOTHER LODE UNION SCHOOL DISTRICT

APPLICATION TO DISTRIBUTE FLYERS/MATERIALS

Community Flyers/materials (other than government agencies) must have prior approval by the Superintendent for distribution to our schools. **PLEASE ALLOW A MINIMUM OF FIVE (5) WORKING DAYS TO OBTAIN APPROVAL.** It will be your responsibility to deliver the flyers with a copy of this approval form to each school. Notice of the location of the flyers will be posted in the school newsletter. A disclaimer on any non-school group’s promotional materials to be distributed, posted, or published, stating that the distribution, posting, or publishing of the materials does not imply district endorsement of the group's activities, products, or services. District- and school-sponsored publications shall include a disclaimer stating that the district or school does not endorse any advertised products or services.

You will be notified by _____email  _____fax  _____phone (please check preference)

Please check the applicable organization.

- __ Non-Profit Organizations – “NON PROFIT” MUST BE PRINTED ON THE FLYER
- __ Public Agency serving student programs (CSD, Public Library, Fire Department, Police)
- __ Private Agency

Organization:_________________________________________Date of Request:_________

Address:_________________________________________Phone #:_________________

Contact Person/Title:_________________________________________Fax #:_________________

Email Address:_________________________________________Distribution Date:_______

Description of Flyer:_________________________________________________________________

Signature of Person Making Request:______________________________________________________

School(s) you wish to distribute flyers/materials:

- ____Indian Creek (100 flyers)  ____Herbert Green (100 flyers)

A listing of flyers that are available at each site will be in the newsletter. Please contact the school site for the date of the next newsletter publication.

**A copy of this approval sheet must be on the top of the flyers to be distributed, and delivered to site offices by the requesting entity.**

- ____ APPROVED BY:________________________________________Date_____________________

- ____ DENIED BY:________________________________________Date_____________________

- ____Not related to youth activities  ____Does not meet the criteria of Board Policy 1325

E 1325 Advertising and Promotion.doc revised 10/15/14  (See attached Board Policy 1325)