



**Guideline for Request to Distribute Information
(Staff, Students, & Parents)**
MSD of Washington Township
Effective August 2011

Requests to distribute any information that is not sponsored by the district should go to the district Community & Education Center. This includes:

- ✓ Flyers to send home with students
- ✓ Information to staff/teachers
- ✓ Handouts for parents
- ✓ Advertisement of services
- ✓ Items to send home in book bags with students
- ✓ Requests to post information on website / in school newsletters
- ✓ Free products &/or services (including coupons)

Schools do not have the authority to distribute information that is not sponsored by the district without approval from the district Community & Education Center.

Generally, requests will not be considered for the following that are not district sponsored:

- For profit organizations
- Selling items
- Sports affiliations
- Fundraising information
- Donation requests
- Advertisement of services

It is our goal to use our staff and district resources to communicate district based information primarily to our staff, students and parents. We encourage non-district based organizations to use advertising resources available in the WT community to gain interest in their group, topic or product.

If you would still like to submit for distribution approval after reading these guidelines, please complete the attached form and submit one copy of your requested distribution item a **minimum of 2 weeks prior to your desired distribution date** to:

Community & Relations Coordinator
Ellen Rogers
8550 Woodfield Crossing Blvd
Indianapolis, IN 46240
erogers@msdwt.k12.in.us



**Request for Distribution of Information/Material
To Washington Township Staff, Students / Parents**

Approval notice will be sent to you within two weeks of receiving your request. Requests are reviewed by the Superintendent's Cabinet on the 1st & 3rd Monday of each month.

Your Name:

Date of Request:

Company or Organization Represented:

Contact Phone Number:

Contact E-mail:

I request the following be done with the attachment:

Send home with:
Elementary/Early Learning Students Middle School Students High School Students

Distribute to:
 Elementary/Early Learning Students
 Middle School Students
 High School Students
 Central Office Staff

Display or Put in the Teachers' Lounge or Staff Areas

Place in Common Areas of Schools as Handout/Poster

Post on School Website, Put in School Newsletters, and Post on Community Service Page on District Website *(Must submit electronic version)*

Requested Distribution Date: Week of

Upon approval of your request, the following guidelines must be met:

- You must provide all of your own materials / copies
- You must provide info / materials in bundles of 30
- You must drop off materials to each school site

Please check the following that apply:

- You are a not-for-profit organization
- You must provide info/materials in bundles of 30
- You must drop off materials to each school site

Person Submitting Signature

Date

COMPLETED BY COMMUNITY RELATIONS COORDINATOR

Date Received:

Date Reviewed by District:

Approved:

Date Notice Sent on Decision: