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

*Approval notice will be sent to you within two weeks of receiving your request. **Please review the attached guidelines before submitting your request.***

Your Name: _____ Date of Request: _____

Company or Organization Represented: _____ 501 3C Number: _____

(A current copy of your 501c3 Registration MUST be)
turned in with this Request Form – NO REQUESTS
WILL BE CONSIDERED WITHOUT A CURRENT COPY)

Company or Organization Address: _____

Contact Phone Number: _____ Cell Phone Contact: _____ Email Address: _____

Secondary Contact Name: _____ Secondary Contact Phone: _____

Website address (if applicable): _____

Please Indicate below the category of your request (REFER TO THE MSDWT DISTRIBUTION OF INFORMATION PROCEDURES AND GUIDELINES)
- ☐ Pre-Approved District or District Affiliated Materials
- ☐ Advertising and Promotional Materials – Not for Profit Organization
- ☐ Advertising and Promotional Materials – For Profit Organization
- ☐ Curricular Materials (ONLY APPLICABLE TO MSDWT SCHOOLS AND SCHOOL PERSONNEL)
- ☐ Scholarship Materials
- ☐ Tickets

Please explain the purpose of your request for distribution: _____

_____

Check the box next to the school or group you are requesting to receive your information or materials:

☐ Nora Elementary   ☐ John Strange Elementary
☐ Allisonville Elementary   ☐ Spring Mill Elementary
☐ Fox Hill Elementary   ☐ Greenbriar Elementary
☐ Crooked Creek Elementary
☐ Hilltop School (Developmental Pre-School)

☐ Westlane MS   ☐ Northview MS   ☐ Eastwood MS
☐ North Central HS

☐ Staff

Check below the methods of Distribution you are Requesting:

☐ Send flyer home with: ☐ Elementary
☐ Mention in school Newsletters
☐ Mention in District publications
☐ Signage on school or district property
☐ Presence at School Event

Approval may be for all or partial request. Only items approved may be distributed and any alteration of approved materials or ways of distribution may result in this and future requests being revoked.

Signed: _____   Date: _____

Completed by Community Relations Coordinator	
Date Received:	**Date Reveiwed by District:**
Type of Organization:	**Date Decision Sent to Requester:**
Approved: _____ Denied _____	

RETURN THIS FORM TO

Chris Mautner, Assistant to Dr. Milleman, Assistant Superintendent
PHONE: (317) 205-3332 Ext. 77238   FAX: (317) 205-3384 EMAIL: cmautner@msdwt.k12.in.us

Revised 5/30/17

ONLY SCHOOL PERSONNEL ENTERS INFORMATION BELOW*   Name of Organization _____

APPROVAL OF DISTRIBUTION INDICATED BELOW – ONLY THOSE AREAS CHECKED ARE APPROVED FOR DISTRIBUTION

Upon Approval of your request – the following guidelines must be met:
● **Your must provide all your own materials/copies**   ● **If you are approvd for Elementary School Flyer Distribution, you must provide info / materials in bundles of 30**   ● **You must drop off all materials to each site**

Below Indicates How You Have Been Approved to Distribute.

Pre-Approved District or District Affiliated Informtaional Material	Advertising and Promotional Material- Not For Profit	Advertising and Promotional Materials For Profit	Curricular Materials	Scholarship Materials	Tickets
Allowed To:	**Allowed To:**	**Allowed To:**	**Allowed To:**	**Allowed To:**	**Allowed To:**
☐ **Student Flyers (Elementary School)** ☐ **Brief Statement in school newsletter** ☐ **Brief Statement in District Publication** ☐ **Small yard signs on school and district property.** ☐ **Signage at school events** ☐ **Presence at school events (open houses, meet the teacher etc.)** ☐ **Distribute to Staff Only**	☐ **Brief Statements in school newsleters** ☐ **Brief Statements in district publications** ☐ **Small yard signs on school or district property.** ☐ **Presence at school events (open houses, meet the teacher etc.)** ☐ **Distribute to Staff Only**	☐ **Student Flyers (Elementary School)** ☐ **Brief Statements in School newsletter** ☐ **Brief statement in district publication** ☐ **Distribute to Staff Only**	☐ **Student Flyers (Elementary School)** ☐ **Brief Statement in school newsletter** ☐ **Brief Statement in District Publication** ☐ **Small yard signs on school and district property.** ☐ **Signage at school events** ☐ **Presence at school events (open houses, meet the teacher etc.)** ☐ **MSDWT communications** ☐ School Email ☐ School Website ☐ District Email ☐ District Website ☐ **Distribute to Staff Only**	☐ **Student Flyers (Elementary School)** ☐ **Brief Statement in school newsletter** ☐ **Brief Statement in District Publication** ☐ **Small yard signs on school and district property.** ☐ **Signage at school events** ☐ **Presence at school events (open houses, meet the teacher etc.)** ☐ **MSDWT communications** ☐ School Email ☐ School Website ☐ District Email ☐ District Website ☐ **Distribute to Staff Only**	☐ **Student Flyers (Elementary School)** ☐ **Brief Statement in school newsletter** ☐ **Brief Statement in District Publication** ☐ **Small yard signs on school and district property.** ☐ **Signage at school events** ☐ **Presence at school events (open houses, meet the teacher etc.)** ☐ **MSDWT communications** ☐ School Email ☐ School Website ☐ District Email ☐ District Website ☐ **Distribute to Staff Only**