



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. 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
- Allisonville Elementary
- Fox Hill Elementary
- Crooked Creek Elementary
- Hilltop School (Developmental Pre-School)
- Westlane MS
- North Central HS
- Staff
- John Strange Elementary
- Spring Mill Elementary
- Greenbriar Elementary
- Northview MS
- Eastwood MS

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:
Type of Organization:
Approved: _____ **Denied** _____

Date Reviwed by District:
Date Decision Sent to Requester:

RETURN THIS FORM TO

Ellen Rogers, Community Relations Coordinator
PHONE: (317) 205-3332 Ext. 77227 FAX: (317) 205-3384 EMAIL: erogers@msdwt.k12.in.us

****ONLY SCHOOL PERSONNEL ENTERS INFORMATION BELOW****

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

Upon Approval of your request – the following guidelines must be met:

- You must provide all your own materials/copies
- If you are approved 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:
<input type="checkbox"/> Student Flyers (Elementary School) <input type="checkbox"/> Brief Statement in school newsletter <input type="checkbox"/> Brief Statement in District Publication <input type="checkbox"/> Small yard signs on school and district property. <input type="checkbox"/> Signage at school events <input type="checkbox"/> Presence at school events (open houses, meet the teacher etc.) <input type="checkbox"/> Distribute to Staff Only	<input type="checkbox"/> Brief Statements in school newsletters <input type="checkbox"/> Brief Statements in district publications <input type="checkbox"/> Small yard signs on school or district property. <input type="checkbox"/> Presence at school events (open houses, meet the teacher etc.) <input type="checkbox"/> Distribute to Staff Only	<input type="checkbox"/> Student Flyers (Elementary School) <input type="checkbox"/> Brief Statements in School newsletter <input type="checkbox"/> Brief statement in district publication <input type="checkbox"/> Distribute to Staff Only	<input type="checkbox"/> Student Flyers (Elementary School) <input type="checkbox"/> Brief Statement in school newsletter <input type="checkbox"/> Brief Statement in District Publication <input type="checkbox"/> Small yard signs on school and district property. <input type="checkbox"/> Signage at school events <input type="checkbox"/> Presence at school events (open houses, meet the teacher etc.) <input type="checkbox"/> MSDWT communications <input type="checkbox"/> School Email <input type="checkbox"/> School Website <input type="checkbox"/> District Email <input type="checkbox"/> District Website <input type="checkbox"/> Distribute to Staff Only	<input type="checkbox"/> Student Flyers (Elementary School) <input type="checkbox"/> Brief Statement in school newsletter <input type="checkbox"/> Brief Statement in District Publication <input type="checkbox"/> Small yard signs on school and district property. <input type="checkbox"/> Signage at school events <input type="checkbox"/> Presence at school events (open houses, meet the teacher etc.) <input type="checkbox"/> MSDWT communications <input type="checkbox"/> School Email <input type="checkbox"/> School Website <input type="checkbox"/> District Email <input type="checkbox"/> District Website <input type="checkbox"/> Distribute to Staff Only	<input type="checkbox"/> Student Flyers (Elementary School) <input type="checkbox"/> Brief Statement in school newsletter <input type="checkbox"/> Brief Statement in District Publication <input type="checkbox"/> Small yard signs on school and district property. <input type="checkbox"/> Signage at school events <input type="checkbox"/> Presence at school events (open houses, meet the teacher etc.) <input type="checkbox"/> MSDWT communications <input type="checkbox"/> School Email <input type="checkbox"/> School Website <input type="checkbox"/> District Email <input type="checkbox"/> District Website <input type="checkbox"/> Distribute to Staff Only