

Wenatchee School District  
**FLYER DISTRIBUTION APPROVAL FORM**  
Community Activity Information  
2019/2020 School Year



**Organization – Please print legibly**

Organization Name: \_\_\_\_\_

Status of Organization:  Nonprofit (must have current 501(c)(3))  Private  School or City Council

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number of Contact: \_\_\_\_\_

Event Category:  Educational  Recreational  Social

Audience:  Students  Staff

Target audience (circle all that apply): Elementary: K 1 2 3 4 5 Middle School: 6 7 8 High School: 9 10 11 12 \*Certificated Staff

Request to distribute to staff:  A direct benefit for staff member  A service opportunity

Distribution format:  Poster  Flyer  Other (explain) \_\_\_\_\_

Display:  Office Counter  Bulletin Board  Home with Students (elementary only)  Staff Room

An organization granted approval to distribute materials is responsible for:

- Providing information in **ENGLISH and SPANISH** for K-5 classroom distribution. (Material approved for staff may be in English only).
- A copy of the approval form must be left at the school site with the materials to be distributed.
- Flyers approved to go home with students must be in BUNDLES OF 30 unless otherwise stated.
- **ALL** distribution is the responsibility of the applicant receiving approval.
- Materials will be distributed out to classrooms twice a month. Have materials at the schools by the 1st and 15th of each month, September through June.
- A copy of the poster/flyer will need to be submitted with the Flyer Distribution Approval Form.
- The District Office will review materials on 2-4 business days turnaround basis. \*Certificated Staff distribution request may take longer as they require approval of Teacher Association President.
- Email or Electronic Flyer information will not be accepted.
- **NEW - ALL MATERIALS DISTRIBUTED MUST CONTAIN THE STATEMENT BELOW:**  
*The Wenatchee School District does not sponsor, endorse, or recommend any of the organizations, services, or activities described in these materials. In consideration for the privilege to distribute these materials, Wenatchee School District shall be held harmless from any causes of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees, judgments, or awards.*

I have read and agree with the regulations listed on the Flyer Distribution Procedure 4060P located on the Wenatchee School District Web site and the back of this form. I understand that the district has no obligation to distribute materials that are not received in time, or that violate any of these requirements. Once approved, I recognize that it is my responsibility to distribute the appropriate number of flier copies directly to the designated school or schools in the WSD. I agree that this approval is for this flier only, and that any other items that I wish to have posted will need to be approved separately. Once approved, I agree that this flier is ready to be posted as it was sent to the district. Your below signature indicates agreement with these conditions.

\_\_\_\_\_  
Signature of Contact Person requesting flyer approval

\_\_\_\_\_  
Date

**District Office**

Approved  
 Counter  Bulletin Board  Home with Students  Certificated Staff  Other: \_\_\_\_\_

Denied: Request does not comply with School Board policy 4060 requirements (i.e.: promotes commercial enterprise)

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

**NONDISCRIMINATION STATEMENT FOR SCHOOL PUBLICATIONS AND PUBLIC ANNOUNCEMENTS:**  
The Wenatchee School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries may be directed to RCW Officer, Title IX and ADA Coordinator Kelly Lopez. Issues related to 504 should be directed to Mark Helm, Assistant Superintendent.

**DISTRIBUTION OF FLYERS**

Individuals seeking distribution in the school district of information about its program shall submit to the superintendent's office a Flyer Distribution Approval Form. The approval form will have the organization identify its status: school, private commercial, private nonprofit or public nonprofit. The form will also identify the purpose of the activity as: social, recreational, or educational. Use of the schools as advertisement for private commercial purpose will be denied unless the activity is directly related to curriculum.

Dissemination of materials does not reflect the districts endorsement or sponsorship of the activity. The district or the school will not distribute materials that are:

- a. Obscene, lewd, or vulgar;
- b. Libelous;
- c. Seen to be intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual, or ethnic slurs;
- d. Promote commercial enterprises;
- e. Promoting the violation of existing laws, regulations or ordinances, or official school policy, rules or regulations; or
- f. Proselytizing or disparaging religious beliefs.

The Executive Director for Student Support Services shall review and determine whether the materials are approved for distribution to students. Any further review shall be by the superintendent/designee whose decision is final. Materials that are approved or student/parent information will fall into one of the following approval categories:

1. Direct benefit for students/families and approved to be distributed to K-5 students as partners with the Wenatchee School District.\*
2. Programs that are recreational, social, or educational support are approved to post in the building for availability to parents and students.

\*The information that will go directly to students will come from approved community organizations that are nonprofit partners and/or co-curricular partners with the Wenatchee School District. These organizations are such groups as Girl Scouts, Boy Scouts, Camp Fire, YMCA, YWCA, Wenatchee City Parks and Recreation, Public Utility District (PUD), NCW Museum, Mission Ridge Ski Schools, and various nonprofit youth organizations.

Materials that are submitted for staff will also go through the Flyer Distribution Approval Form. Any flyer information will be approved as described above. Material that is approved for staff will meet one of the following categories:

1. Social, recreational, or educational
2. It will provide a direct benefit for a staff member.
3. It will provide a service opportunity for the staff member.

Even with the above criteria a building principal will have final decision on materials in each staff room. Once materials are approved for distribution it is the responsibility of the applicant to provide the flyer materials to each building. Materials that are approved to go directly to students K-5 will be distributed on a twice a month schedule. Each building will set their schedule so that one distribution will align with the beginning of the month and the other with the 15th of the month, September through June. Materials that are approved to go to students must be bundled in groups of 30 for each class in the building.