



Please complete and return this form and one copy of distribution materials to Community Programs. Fax 641-684-6522, Phone 641-684-6597/ext. 66104, Email roberta.davenport@ottumwaschools.com

PERMISSION IS HEREBY GRANTED TO:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

TO:  POST  DISTRIBUTE  WEBSITE

MATERIALS IN THE OTTUMWA COMMUNITY SCHOOL DISTRICT AS FOLLOWS:

TARGET AUDIENCE:  STUDENTS  BUILDING(s)

K 1 2 3 4

(circle choice)

5 6 7 8 9

10 11 12

Douma, Eisenhower, Horace Mann, James, Liberty, Wilson, Evans, OHS

Specific description of materials and their purpose (ex: distribute hike flyers to Grade K-6):

\_\_\_\_\_  
\_\_\_\_\_

The above mentioned materials must be pre-counted by classroom before distribution to schools. Please include an additional 10-15 copies, as attendance numbers change frequently. Once approved, a student count sheet will be sent for your use.

DATE OF DISTRIBUTION (Thursday only): \_\_\_\_\_

All Items Must Contain Disclaimer: "NOT AN OTTUMWA COMMUNITY SCHOOLS SPONSORED PROGRAM"

Signed: \_\_\_\_\_

Kim Hellige, Community Programs Director

Dated: \_\_\_\_\_