



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

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: _____

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