

## Request to Distribute Information or Materials

|  |  |                         |  |
|--|--|-------------------------|--|
| <b>Request Date:</b>   |  |                         |  |
| <b>Organization Name:</b>  |  |                         |  |
| <b>Contact Name:</b>   |  | <b>Phone and email:</b> |  |
| <b>Website:</b>  |  |                         |  |
| <b>Description of materials:</b>   |  |                         |  |
| <b>Our organization is (check appropriate box):</b>                                  |  |                         |  |
| Non-profit   |  | For profit              |  |
| <b>We request to distribute information or materials via (check all that apply):</b> |  |                         |  |
| Hardcopy materials to students   |  | <b>At grade levels:</b> |  |
| Electronically to all staff (Connect 33)   |  |                         |  |
| Both   |  |                         |  |
| Other (please explain):  |  |                         |  |

**Requirements:**

This request must be accompanied by a copy (digital or hardcopy) of the materials/information you wish to distribute.

**Notes:**

Approval will be confirmed via email and will be valid until June 30th of the current school year.

It is at the Principals discretion to distribute information/materials that have been approved by the Superintendent or designate for distribution to students.

Hardcopy materials intended for year-end distribution (June) to students, must be received at the school district office by May 31 of the current school year.

Groups approved for hardcopy distribution to students will be provided with student numbers by grade and school. All hard copy materials must be bundled and labelled by school in order to be received for distribution at the school district office.