



Danville Community School Corporation supports and recognizes the important role that many local, non-profit and community organizations play in providing educational and cultural programs for district students in non-school hours. The district reserves the right to approve or deny any materials requested for distribution. To see if your material may qualify for distribution, please review the **Requirements** and **Approval Process** below.

### **Requirements**

- Distribution material/fliers should be of benefit to Danville Community School Corporation students, parents, staff or the community as opposed to purely for profit (e.g. community sports teams, tutoring, scouting, and extracurricular learning opportunities).
- School affiliated community groups (PTO/PSS, community sports teams Etc.) must have the name of the group printed on the flyer.
- Fliers must make clear to the reader that the activity/opportunity is not District sponsored. Accordingly, ads may not use the District logo, name or likeness to promote a non-school activity/opportunity.
- An approved facilities use form, along with evidence of insurance, must be obtained for all activities on DCSC property prior to requesting to post/distribute materials related to the event.
- Present materials of educational, community, or cultural value.
- Present activities within the local geographic area of the district.
- Submit materials and receive an approval stamp for the district.
- Due to the costs associated with printing, the District does not make copies for any outside groups. Therefore, sponsors must provide copies pre-sorted in stacks of 30 to the building(s).
- All requests for flyer approval should include the name, phone number and e-mail address of a primary contact to communicate approval.

### **Information may not meet approval criteria for distribution if:**

- Information involves advertising an event/service that uses the School District to sell to or gain clients, customers or membership of any kind such as open house/business promotional events.
- Document includes symbols, graphics, language or curriculum that can be construed as inappropriate for students and is not aligned with district policy.

### **Approval Process**

#### **Please allow five business days to process your request.**

- Danville Community School Corporation considers most non-profit, charitable, community sports teams, scouting and extracurricular learning opportunities to distribute informational material to student's families and staff.
- All materials must be approved by the District and receive an approval stamp.
- Notification of approval will be e-mailed to specified contact person unless another form of communication is requested.

### **Instructions for submitting a Material Distribution Request**

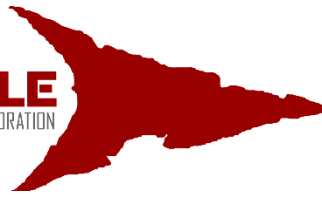
Electronic submission is preferred. However the following documents may be faxed or dropped off at the Administration Office if the email option is not available to you.

- Complete the attached form and email to: [abrellenthin@danville.k12.in.us](mailto:abrellenthin@danville.k12.in.us) or Fax to: 317.745.3924
- Attach flyer in one of the following file formats: PDF, JPEG, Microsoft Word, or Microsoft Publisher.

**An updated Flyer Distribution Request Form is required for each flyer that your organization wishes to distribute throughout the school year.**

### **Materials for Teachers and Staff**

The district does not approve promotional materials targeted at teachers. It is up to the school principal or administrator to allow distribution of flyers to teachers or in school staff lounges.



**REQUEST TO DISTRIBUTE MATERIALS**

**ORGANIZATION INFORMATION**

Name of the Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Is your organization:  Non-Profit  Commercial  Other (explain)

Type of material to be distributed: \_\_\_\_\_ Title of Material: \_\_\_\_\_

***\*Please attach/send an electronic copy of the materials you are requesting to be distributed.***

Date you would like material distributed: (please allow 5 business days to process your request) \_\_\_\_\_

Grade level(s) for distribution:  Elementary (grades KG – 4)  Middle School (grades 5-8)  High School (grades 9-12)

***Note: Please note that principals reserve the right to honor and/or prioritize all requests with the needs of the school.***

Preference of how distribution will be made:

Materials to be distributed in classroom (***materials must be packaged in bundles of 30 per classroom***)

School Website

Additional Information/Comments: \_\_\_\_\_

**OFFICE USE ONLY**

Superintendent Signature: \_\_\_\_\_ Approved  Denied  Date: \_\_\_\_\_

Instructions/Comments: \_\_\_\_\_