

REQUEST FOR DISTRIBUTION OF INFORMATION FROM OUTSIDE GROUP/ORGANIZATION

Directions for flier review:

1. Complete this form;
2. Attach a copy of current official documentation of Washington state or U.S. non-profit (501c) status (must be submitted once per calendar year);
3. Attach an electronic (pdf) copy of the material you wish to distribute; and
4. Email all information to fliers@sno.wednet.edu
5. **Fliers will only be considered for review if they contain the following statement/disclaimer:** "The Snohomish School District has approved this information for distribution through its schools. The district does not, however, assume sponsorship of/or responsibility for the actual content of any of the activities offered."

Date _____

Name of Group or Organization:

Current Official Non-Profit Identification Number

Your Name and Position with Organization/Group

Email Address _____ **Phone Number** _____

Indicate what social, recreational or educational value your program or event provides to students

By checking this box, I validate that I have read and agree with the regulations stated above. I understand that distribution of materials is at the discretion of the building administrator. The district has no obligation to distribute materials which have been incorrectly packaged or were not received on time. In consideration of the privilege to distribute materials, the Snohomish School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney's fees and judgments or awards.

I've attached an electronic copy (PDF) of my flier.

If approved

A confirmation email will be sent notifying the sender that the proposed flier has been reviewed and is approved or denied.

Please note:

- Only organizations that provide proof of non-profit status will be approved for posting. All approved fliers must include the district disclaimer - "The Snohomish School District has approved this information for distribution through its schools. The district does not, however, assume sponsorship of/or responsibility for the actual content of any of the activities offered."
- All organizations must submit their flier posting requests through the district's flier process. Flier guidelines and the process are found on the school district and all school websites. You can also email fliers@sno.wednet.edu. Flier requests are reviewed weekly during the school year (August through June) and are typically reviewed and uploaded on Tuesdays.
- If approved, the organization may also drop off up to 30 fliers for each school office. These fliers will be located in a central place in the school main offices. Fliers will not be sent home with students and will not be posted throughout the school or on bulletin boards. Fliers will not be distributed directly to students before, during or after the school day.

Materials submitted by outside organizations will not be made available to students and families unless authorization has been received from the Superintendent or designee. All written materials must abide by the policies of Snohomish School District and be consistent with the goals of the district. The district reserves the right to deny a request. Written materials that are distributed or posted must be appropriate for school-aged children as well as parents and the general public.

The district can distribute:

- Announcements of programs/services for non-profit organizations. See district policy and procedure 4323 and 4323P for more information.

The district cannot distribute fliers that are:

- Obscene, lewd or vulgar;
- Libelous;
- Contain language that is intimidating, demeaning, harassing, threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status;
- Promote commercial enterprises or solicitation of funds, except for events that are fundraisers for the district, a school in the district, or a parent organization;
- Request information for non-school organizations, including surveys and questionnaires;
- Promote or oppose political candidates, memberships or issues;
- Promote the violation of existing laws, regulations, ordinances, or district/school policies, rules or regulations; or
- Solicit, proselytize or disparage religious beliefs.