

**FLYERS AND POSTINGS**  
**Request for Distribution**  
**Fife School District**

Please attach a copy of flyer in its final form. Fife School District requires one week for review of flyer. General guidelines are printed on the reverse side of this form.

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Organization you are representing: \_\_\_\_\_

Requested Distribution to (see reverse side): Group 1  Group 2  Group 3

Grade Level: Primary  Intermediate  Middle School  Junior High  High School

Nonprofit Organization? Yes  No  If yes, list nonprofit registration number \_\_\_\_\_

Will you profit from this activity? Yes  No  Please specify \_\_\_\_\_

Are you advertising this event? Yes  No  Please specify \_\_\_\_\_

Have you distributed this flyer to other organizations? Yes  No  Please specify \_\_\_\_\_

If this flyer publicizes an event, are Fife School District facilities being used? Yes  No

If Yes, facility: \_\_\_\_\_ Have you completed a Facility Use Form? Yes  No

=====

**Reviewed/Approved by the District Office Designee**

- For distribution to students (bundled in 30's; your organization must deliver to schools with signed copy of Request for Distribution on top).
- For posting on staff/student bulletin board(s) in building(s). Copies made available in main office for interested parties.
- For distribution to staff.

**Not approved to be distributed or posted within Fife School District**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

**This approval is good for 30 days unless noted otherwise.**

***FLYERS AND POSTINGS  
Request for Distribution  
Fife School District***

Material sent home with students should be related to school or district activities. The school or district shall not distribute the following materials:

- ◀ Political campaign materials advocating a specific candidate for office or a specific voter issue.
- ◀ Materials that advocate or promote the violation of existing statutes or ordinances, established laws or official school policy, rules or regulations.
- ◀ Materials that have a primary effect that advance or inhibit religion.
- ◀ Materials that are obscene, lewd, or vulgar.
- ◀ Materials that are libelous.
- ◀ Materials that contain a derogatory statement, which is racial, sexual, or ethnic in nature.
- ◀ Materials that promote commercial enterprises.

Requests for distribution of materials should be submitted to the district office for processing. Principals shall monitor distribution of approved materials in the schools. The district office designee shall review materials, which are in question. Any appeal shall be made to the superintendent. The decision of the superintendent or designee shall be final.

---

Approval for distribution and level of access will be based on the following general guidelines:

**Group 1:** Community, non-profit youth organizations promoting activities specifically designed for school district students (e.g. Milton and Fife city recreation programs, community boys and girls scouting programs, Camp Fire, and Fife/Milton youth athletic/activity programs).

***Distribution:*** Material will be given directly to students. Copies must be delivered to the individual school(s) securely bundled in groups of thirty (30). An approved /signed copy of Request for Distribution must be included for each school.

**Group 2:** Parent or youth general information (i.e. summer programs, parenting information, etc.).

***Distribution:*** Principals will make the decision, based on individual building situations, and whether or not this material will be given to selected teachers and students, or only posted on the general information board in the building with copies available in the office for those interested. Sufficient copies should be provided to accommodate whatever decision is made.

**Group 3:** Commercial, private business, and for profit information.

***Distribution:*** Information directed at students or parents will not be distributed. Information directed toward staff will be distributed through staff mailboxes. The principal of the school will determine the number needed and how this process will be handled.

All financial/payroll information must be approved through the Director of Business Services or district office designee.