

**SERIES 800
STUDENTS**

Administrative Exhibit 852

REQUEST FOR DISTRIBUTION OF NON-SCHOOL MATERIALS TO STUDENTS

Please ensure flyers comply with all Active Distribution guidelines (852ar). Copies of all materials/flyers submitted for consideration must be attached to this request.

Applicant Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Organization: _____

Does organization have non-profit, 501(c)(3) status? Yes No

Distribution Requested: ELC Elementary Middle School High School
or grades _____ through _____

Title/Description of Materials: _____

Requested Distribution Week: _____

Materials must

1. be counted out in stacks of 25,
2. be delivered to schools at least **one week prior** to the requested week of distribution, and
3. include a signed copy of the approved request.

Flyers must have the following statement printed on them:

Marshall Public Schools has neither reviewed nor approved the program, personnel, or activities announced in this flyer. Permission to distribute this flyer is not considered a recommendation or endorsement by the school district.

School personnel have been directed not to distribute materials if any of the above requirements are not met.

I have read Board policy 852ar, *Distribution of Non-school Materials to Students*, and in consideration of the privilege to distribute these materials, Marshall Public Schools shall be held harmless from any cause of action or claim filed arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

- Approved**
- Approved with the following modifications:** _____
- Denied - Reason for Denial:** _____

Administrator's Signature: _____ **Date:** _____

Date of Adoption: January 28, 2015