



DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material to the District Administrator not less than **five (5) days(s)** in advance of desired distribution, together with the following information:

1. Name of the person or organization
2. Date(s) and times(s) of day of intended distribution
3. Location where material will be distributed
4. The grade(s) of students to whom the distribution is intended manner in which the material will be distributed

The District Administrator may either approve the distribution of the material or deny it by indicating how it violates Board Policy 5722, Policy 8800, and Policy 9700, any of the criteria listed below, or a restriction regarding time, place, and manner.

If permission to distribute the material is denied, the person or organization shall have the opportunity to make necessary revisions and/or deletions and resubmit to the District Administrator for approval.

The distribution may be authorized if the material is:

1. Related to a current course of study offered by the school;
2. Tie in with a district-sponsored activity;
3. Unrelated to a district activity but is related to an activity for students that is conducted by an approved outside organization;
4. Unrelated to any type of student activity but presents information that will be beneficial to the students receiving the material and distribution by other means is either not possible or is not feasible.

Permission to distribute or display material does not imply agreement of its contents by either the administration of the school, the District Administrator, or the Board.

The distribution of written material shall be limited to a reasonable time, place, and manner as determined by the principal who shall ensure that:

1. No material is distributed or displayed during a time or at a place of a school activity if it is likely to cause a substantial disruption of that activity or of other activities;
2. No material is distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

**REQUEST FOR PERMISSION TO DISTRIBUTE FLYERS**

The distribution of published material by non-school organizations within the schools is prohibited without written permission of the District Administrator or his/her designee. Published materials would include posters, circulars, advertisements, and similar items.

Permission to distribute published material will be granted only to non-profit organizations. Such organizations must have a significant portion of their clientele residing within the boundaries of the Campbellsport School District.

1. All flyers must have written permission of the District Administrator or his/her designee for distribution.
2. The party seeking permission to distribute must provide a copy of the item to be distributed at the time of request.
3. The distribution date will be determined by the District Administrator or his/her designee upon receipt of the flyers.
4. All flyers must be bundled in packs of 30.
5. All flyers must be delivered to the school building main office.

Name of Organization: _____

Representative's Name: _____

Phone Number: _____

Email Address: _____

Flyer to be distributed ☐ Electronically (*preferred method*) ☐ Hard Copy (*copies provided by organization*)

We agree to the requirements listed above and request permission to distribute flyers to the following schools:
(check all that apply)

☐ Eden Elementary

☐ Campbellsport Elementary

☐ Campbellsport Middle-High School

Representative Signature

Date: _____

For Office Use Only:

Approved: _____

Disapproved: _____

Principal: _____ Date: _____

Approved: _____

Disapproved: _____

District Administrator: _____ Date: _____