

REQUEST FOR
DISTRIBUTION OF MATERIALS TO STUDENTS

In accordance with ICCS District Policy #9700: It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Superintendent.

Name of Organization _____

Contact Person _____

Telephone _____ E-mail address _____

Website _____

Date(s) and Time(s) of day of intended distribution:

Location where material will be distributed (List all sites)

The grade(s) of students to whom the distribution is intended: _____

PERMISSION CRITERIA

The Board prohibits distribution of materials which:

- A. Fail to identify the organization responsible for distribution;
- B. Solicit funds for non-school organizations or institutions that are profit-making in nature;
- C. Are primarily advertising in nature;
- D. Interrupt the regular school program;
- E. Make unreasonable demands upon the time and energies of staff or upon the resources of the district;
- F. Promote, favor or oppose any candidate for election or the adoption of any bond issue, proposal or question submitted at any election; or
- G. Are deemed inappropriate upon review by the Principal.

Please attach a copy of your proposed flyer to this request and submit for approval at least five (5) school days in advance of desired distribution to:

Mrs. Jenny Buhl-Hagey, Principal
Weston Elementary School
275 Weston Street
Imlay City, MI 48444
(810) 724-9812
(810) 724-9895 fax