

Santa Rosa County District Schools Distribution of Literature Request Form

This form is required to be completed and guidelines followed when requesting literature distribution by Santa Rosa County School District (SRCSD) or individual schools within SRCSD.

A copy of the literature requested for distribution must accompany this form.

Name of Entity: _____

Date Distribution of Literature Requested: _____ Media Type: _____

Name of Contact: _____ Position: _____

Address: _____ Telephone Number: _____

Purpose of Distribution: _____

Check which type of distribution requested below:

District Distribution (Superintendent approval required) _____ (submit request to the Superintendent's office)

Specific School Distribution (Principal approval required) _____ (submit request to the school Principal)

The SRCSD will consider distribution of literature only from the following entities or for the following purposes below:

Type of entity (check one):

_____ A government institution. *Name of Institution:* _____

_____ A booster or support group, which has been approved by the School Board, which has formally partnered with a school serving an educational purpose.

_____ Promoting an event that partners with a school organization for a school function.

School Organization: _____

_____ A business providing a direct benefit/reward to school board employees.

_____ Announcement of lecture or community activity, by an organization or group, with educational merit as it pertains to an approved curriculum. These items will be posted to the Community Wall on the school district web site.

_____ Demonstration of educational materials and equipment providing it pertains to an approved curriculum.

_____ Use of school athletic facilities for commercial advertising to support school programs.

- Literature may only be distributed on the date requested. Subsequent dates must accompany a new request form.
- The district/school is not responsible for reproducing or packaging literature for distribution.
- The literature should be of beneficial service to the school, students, district, or school district employees.
- Literature distributed may not contain information that would be in direct conflict or competition with a school or district function/program/curriculum.
- The Superintendent or Principal will make the final determination if literature is appropriate for distribution.
- The Principal has the discretion to distribute approved materials in the manner most appropriate for the individual school as it relates to the date and type of material.
- The literature must contain the following disclaimer at the top or beginning of the requested literature to be distributed:

"In accordance with School Board Policy 9.40, distribution of these materials is in no way an endorsement of services, activities, and/or products by Santa Rosa County District Schools."

Approved By: _____ Date of Approval: _____