



Request for Flyer Distribution in Schools

Central Valley School District reviews requests for flyer distribution based on the following criteria:

- Offered by a community-based, non-profit organization or a community-oriented activity or event offered by students, parents or staff of Central Valley schools
- Serves or appeals to the majority of Central Valley youth
- Contains non-curricular information with social, recreational or educational value for students and/or families
- Commercial advertising is not acceptable

Group/organization:	
Name of contact person:	
Contact email:	
Contact phone:	
Contact fax:	
Required: Non-profit Dept. of Revenue Unified Business Identification # (UBI):	_____
Requesting flyers be distributed to:	<input type="checkbox"/> Students <input type="checkbox"/> Teachers <input type="checkbox"/> All school staff
Name and description of flyer/material to be distributed:	

On behalf of my organization, I have read and agree with the procedures above and the following statement:

“The district does not sponsor this event and the district assumes no responsibility for it. In consideration of the privilege to distribute materials, the Central Valley School District shall be held harmless from any cause of action filed in any court of administrative tribunal arising out of the distribution of these materials including costs, attorneys’ fees and judgments or awards.”

Signature

Date

Return this completed form and final copy of flyer to:

Central Valley School District
 Attn: Communications Office
 19307 E. Cataldo Avenue
 Spokane Valley, WA 99016

Phone: (509) 558-5532 • Fax: (509) 558-5439
 Email: cbusch@cvsd.org

Flyer Approval / Additional Information

If approved, flyer will be placed on information tables in school lobbies for parents, students and visitors to pick up. Flyers intended for teachers or school staff will be placed in the staff lounge. Approved flyers are not sent home with students or emailed to families or staff.

Please see Central Valley School District Flyer Approval and Distribution Procedures for more information. The document is posted online at www.cvsd.org.

Staff Use Only: Received: _____ Reviewed: _____ List: _____ Notified: _____
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