Rock Island-Milan School District #41
Material Distribution Approval and Procedure for Outside Organizations

The Rock Island-Milan School District expects the primary goal of each school in the district to focus on academic instruction. At the same time, the school district recognizes that because of its obligation to serve the community it should make students and parents aware of additional opportunities for growth and development.

Information from outside community organizations (either non-profit or business) regarding community activities/programs that are for public school-age students will be allowed to be distributed in the school buildings per the following guidelines below:

1. The information/program/activity must serve PreK-12 school age children and have a clear benefit to students;
2. The information/program/activity does not violate the law;
3. The information/program/activity does not solely promote a partisan political cause or religious organization;
4. The information/program/activity must be considered appropriate as determined by the Communications Director, Superintendent or Chief Financial Officer.

Procedure for requests:
Information materials (flyers, brochures, etc) are allowed to be distributed to school buildings only after approval. Approval of the materials does not imply endorsement from the Rock Island-Milan School District #41.

1. For approval, contact the Communications Director via phone 309-793-5900 x10281 or email holly.sparkman@rimsd41.org. A copy of the material must be provided prior to approval. A copy of the material will be kept on file at the RIMSD Administration Center. Please allow 5 business days for approval and notification.
2. A form will be given to the organization after approval. The approval form must accompany the materials to the school buildings. The organization must have a copy of the approval form to present to each building. Without the approval form, the organization will not be able to leave the materials at the building.
3. The school district will not make copies nor distribute materials to the school buildings, it is the responsibility of the organization to provide copies and take material to the school buildings. There will be no direct distribution of materials (either sent home with students or mailed). Materials will be made available in the common areas of the school for parents and students to take home.
4. If the organization provides an electronic copy of the material, it will be distributed through the school email hotlines as deemed by the building principal.

Materials will not be accepted for approval nor distributed during the last week of the school year. Contact the school district Communication Director with any questions – 309-793-5900 x10281.