



## DISTRICT 202 DISTRIBUTION AND POSTING OF MATERIALS

District 202 is happy to share information from our community meeting the district's criteria for distribution with students and staff.

Building principals may (but are not required to) review and approve requests to distribute materials to their own students/staff from groups directly affiliated with their own schools such as their own PTO/PTA, their own Student Council, etc. Such approval should comply with the rules outlined below.

However, the district Community Relations Department must review and approve all distribution requests from **external** organizations – for example, any request from an organization asking to distribute materials to a school other than the school it is directly affiliated with, including other schools' PTOs/PTAs, community organizations, booster groups, etc. and requests for distribution to more than one school.

### **Pursuant to District 202 Board of Education Policy 8:25, all materials must be:**

1. Student-oriented – advertising of items not legally available to students; supporting non-student political candidates (except on election day, when such materials may be posted in the school); that district administration deems lewd, obscene, vulgar or defamatory; that violates the rights of others; or that district administration believes will disrupt the educational setting will not be allowed
2. From a non-profit organization
3. From an organization which provides an educational public service or furtherance of school activities (such as Young Rembrandts, class ring or picture companies, etc.)
4. From any private organization that is sponsored by or working in support of District 202, such as CAPE, the Foundation for Excellence, and school/parent organizations (including groups in support of special education, gifted, bilingual, etc.)

### **NOTE:**

- Examples of organizations from which materials may be approved include, but are not limited to, Boy/Girl Scouts, other governmental entities and community organizations if the materials meet Criteria #1-4.
- Materials advertising summer activities (camps, etc.) will be approved for office display or posting only, except for those from Category #4, which may be distributed to students with approval.
- The applicant must make appropriate numbers of copies and deliver the materials to be distributed to each building.
- District 202 will not distribute materials advertising events for which the sole purpose is fundraising, if a for-profit organization/business will benefit from any proceeds – for example, department store “scrip” programs. Such materials can be distributed to school/parent organizations to be used at the group's discretion to raise money for their organization/school. Parent groups (because they are non-profit organizations) can then distribute such information to students/staff at their own schools at the building principal's discretion.
- Under normal circumstances, a copy of a signed, original approval form must accompany materials to be distributed. However, faxed copies of a signed approval form **may** be allowed as a service to the applicant, at the district's discretion.

**\*\*\*TO ENSURE SMOOTH OPERATIONS AT THE START AND END OF THE SCHOOL YEAR, MATERIALS WILL BE DISTRIBUTED BETWEEN THE SECOND FULL WEEK OF THE SCHOOL YEAR AND ONE WEEK PRIOR TO THE LAST DAY OF SCHOOL (September 2, 2008-May 22, 2009.) NOTHING WILL BE DISTRIBUTED BEFORE OR AFTER THESE DATES.**



**APPLICATION FOR DISTRIBUTION/POSTING OF MATERIALS**

TO: Tom Hernandez DATE: \_\_\_\_\_

FROM (GROUP): \_\_\_\_\_

DOES THIS GROUP HAVE NOT-FOR-PROFIT STATUS? \_\_\_\_\_ YES \_\_\_\_\_ NO

CONTACT PERSON: \_\_\_\_\_ PHONE(s): (home/work) \_\_\_\_\_  
(cell) \_\_\_\_\_

DOES ANY FOR-PROFIT BUSINESS/GROUP/ORGANIZATION/INDIVIDUAL BENEFIT FROM THE PROCEEDS FROM THIS EVENT OR ACTIVITY? \_\_\_\_\_ YES \_\_\_\_\_ NO

ADDRESS: \_\_\_\_\_

**TO COMPLETE THIS APPLICATION, PLEASE:**

1. ATTACH AN ORIGINAL OF THE MATERIAL TO BE DISTRIBUTED FOR REVIEW
2. COMPLETE THE FORM ON THE BACK OF THIS PAGE INDICATING DISTRIBUTION PREFERENCES

**PROCEDURES UPON APPROVAL:**

- Materials must be bundled separately for each building.
- Materials must be in bundles of 35 for distribution to students.
- A copy of the original, signed District approval form will be provided for each school. This form must be presented at the school(s) for distribution.
- The applicant must deliver materials to the appropriate schools.

**MATERIALS WILL BE DISTRIBUTED TO STUDENTS PER EACH SCHOOL'S NORMAL DISTRIBUTION SCHEDULE. PLEASE TRY TO SUBMIT APPLICATIONS FOR MATERIAL DISTRIBUTION AT LEAST ONE WEEK AHEAD OF THE EVENT DATE TO ENSURE THAT MATERIALS CAN BE DISTRIBUTED ON TIME. EVERY EFFORT WILL BE MADE TO RESPOND TO DISTRIBUTION REQUESTS WITHIN 72 HOURS.**

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**TO ENSURE SMOOTH OPERATIONS AT THE START AND END OF EACH SCHOOL YEAR, APPROVED MATERIALS WILL BE DISTRIBUTED BETWEEN THE SECOND FULL WEEK OF THE SCHOOL YEAR AND ONE WEEK PRIOR TO THE LAST DAY OF SCHOOL (September 2, 2008-May 22, 2009) NOTHING WILL BE DISTRIBUTED BEFORE OR AFTER THESE DATES.**

**\*\*\*Materials not meeting all of these criteria will not be distributed\*\*\***

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
APPROVED


\_\_\_\_\_  
DENIED

Date: \_\_\_\_\_

\_\_\_\_\_  
Tom Hernandez, Director of Community Relations

*Pursuant to District 202 School Board Policy 8:25, the Superintendent of Schools (or designee) will decide whether to distribute materials to district students and/or staff.*

**Complete this application by checking the school(s) for distribution, and circling/filling in the appropriate information**

SCHOOL	# OF CLASSES (35 copies per class)	SPECIFIC GRADE(S)? (indicate)	SPECIFIC GRADE TOTAL (35 copies per class)	BOYS/GIRLS ONLY? (20 copies per class – Write B or G)	OFFICE DISPLAY (25 copies per school)	BULLETIN BOARD (EL=5; MS=10; HS=15)	STAFF ONLY (# copies)	STUDENTS AND STAFF (# bundles + # copies)
								
<b>ELEMENTARY</b>								
Central	33						105	
Charles Reed	32						100	
Creekside	36						100	
Crystal Lawns	18						70	
Eagle Pointe	31						100	
Eichelberger	25						50	
Freedom	29						90	
Grand Prairie	27						90	
Lakewood Falls	40						100	
Liberty	30						105	
Lincoln	31						100	
Meadow View	37						105	
Ridge	31						95	
River View	39						110	
Thos. Jefferson	24						80	
Walker's Grove	32						85	
Wesmere	31						105	
<b>MIDDLE</b>								
Aux Sable	67						120	
Drauden Point	34						110	
Heritage Grove	31						95	
Indian Trail	39						95	
Ira Jones	42						105	
John F. Kennedy	43						115	
Timber Ridge	41						125	
<b>HIGH SCHOOL*</b>								
PHS-CC*	N/A						260	N/A
East*	N/A						115	N/A
North*	N/A						235	N/A
South*	N/A						250	N/A
<b>SPECIAL</b>								
Plainfield Academy (MS only)*	1 (35 MS students)						60	
Bonnie McBeth Learning Center	29						120	

**\*Materials will not be broadly distributed to high school students. Materials may be approved for bulletin board or office display, and/or for distribution to specific small groups of high school students, such as athletic teams, clubs, etc. upon review and approval. Please indicate the high school student group(s) to which materials should be distributed:**

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