

REQUEST FOR APPROVAL TO DISTRIBUTE INFORMATION  
FROM NON-PROFIT GROUP/ORGANIZATION



**SEATTLE PUBLIC SCHOOLS WILL APPROVE MATERIALS FROM NON-PROFIT GROUPS PROVIDED THE FOLLOWING CRITERIA ARE MET:**

- Only materials from a registered nonprofit organization will be accepted (first time distributors, provide 501(c)(3))
- Organization must conduct business within the boundaries of Seattle Public Schools
- The materials must not be political in nature
- Materials from religious organizations may not proselytize
- Materials cannot advertise, sell or promote a product
- Each group is limited to three distributions per school year
- Materials must comply with school district policies and state/government laws and regulations
- Materials must support district goals, e.g.:
  - Benefit the goal of increased academic achievement for our students
  - Enhance educational programs of the district
  - Encourage youth character building activities and interests
  - Provide staff development opportunities for teachers

**TO SUBMIT MATERIALS FOR REVIEW:**

1. Complete the Request for Approval to Distribute Information from Non-Profit Group/Organization (following page)
2. Include example of information that is intended for distribution
3. Provide proof of 501(c)(3), if first-time distributor
4. Enclose check, money order, or cashier's check for the amount of \$25.00. Pay to the order of: Seattle Public Schools
5. Materials must be submitted by the 15<sup>th</sup> of the month in order to be approved for distribution the following month. *For example, if you would like to distribute information in February, we must receive the materials, check, and request form by January 15<sup>th</sup>.*
6. Submit materials to the Office of Public Affairs in one of the following ways:

**Email:** publicaffairs@seattleschools.org

**Fax:** (206) 252-0201

**Mail:**

Office of Public Affairs / 32-170  
Seattle Public Schools  
PO Box 34165  
Seattle, WA 98124-1165

**In Person:**

Seattle Public Schools  
John Stanford Center  
2445 Third Avenue South  
Seattle, WA 98134

**UPON APPROVAL, GROUP/ORGANIZATION MUST:**

1. **Hand deliver or U.S. mail materials to school(s).**  
**Note: Distribution of materials in schools is at the final discretion of the school principal or designee.**
2. If information is in electronic format, please email schools using the School Directory on our website.
3. Separate materials into groups of 25 to expedite handling at the schools.
4. Attach one copy of this distribution form with each school's material.
5. Submit materials **AFTER** the first two weeks of school and **UP TO** the last two weeks of the school year.

**NOTE: FINAL DISCRETION TO DISTRIBUTE INFORMATION AT THE SCHOOLS LIES WITH THE PRINCIPAL OR DESIGNEE.**



REQUEST FOR APPROVAL TO DISTRIBUTE INFORMATION FROM NON-PROFIT GROUP/ORGANIZATION

PLEASE COMPLETE, SIGN AND DATE THIS FORM AND SUBMIT ALL NECESSARY MATERIALS FOR REVIEW.

Group: \_\_\_\_\_ Desired Date of Distribution: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Representative: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Information to be distributed

- Flyer
Poster
Article in newsletter (online or print)
Email

Non-Profit wishes to distribute to:

- Students
Teachers
Principals
Other

Specify if fliers will be one per student or a bundle per school

Non-Profit wishes to distribute to:

- Elementary Schools
Middle Schools
High Schools
Selected Schools (please list):

Selected Grades: \_\_\_\_\_

\*Materials are not sent home with middle and high school students but will be made available for voluntary pick-up in the school office or other designated area.

Included:

- Example of information to be distributed
Check, Money Order or Cashier's Check for \$25.00 payable to Seattle Public Schools
501(c)(3), if applicable

I have read and agree with the procedures above and indicate acceptance by my signature below:

Signature

Date

Name (Printed)

Phone Number

School District Approval: Yes No

Date

District Authority:

Phone Number

Written approval must be obtained for each flyer/poster to be distributed.