

# NON-SCHOOL-SPONSORED MATERIALS DISTRIBUTION REQUEST FORM

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**APPLICATION MUST BE SIGNED & RETURNED  
AT LEAST 5 BUSINESS DAYS PRIOR TO THE DISTRIBUTION DATE**

The Swallow School District welcomes the opportunity for non-profit, local organizations to send materials home to district families, providing the purpose of the organization complements the educational mission of Swallow School. To ensure the appropriateness of the material, the district may request the material be edited.

## **ELECTRONIC DISTRIBUTION**

We will provide a link to your event or activity in our weekly school e-newsletter. To include your information please follow the guidelines below:

- Complete this form and submit it, and a copy of the material to be distributed, at least 5 days prior to the distribution date. (You may submit the form electronically to the front desk: [frontdesk@swallowschool.org](mailto:frontdesk@swallowschool.org))
- Submit proof of your organization's 501(c)(3) status. If your organization's 501(c)(3) status is on file, you do not need to resubmit the proof of non-profit status.
- Include the following disclaimer in 10-point font on the bottom of your flyer:  
*"This is not a school-sponsored activity and the Swallow School District does not provide support or endorsement of this program/activity. It has neither reviewed nor approved the program, personnel, or activities announced in this brochure/flyer. Permission to distribute this material must not be considered a recommendation or endorsement by the school district."*

## **HARDCOPY DISTRIBUTION**

You may provide flyers to be placed in the entryway brochure stand by following the guidelines below:

- Complete this form and submit it, and a copy of the material to be distributed, at least 5 days prior to the distribution date. (You may submit the form electronically to the front desk: [frontdesk@swallowschool.org](mailto:frontdesk@swallowschool.org))
- Submit proof of your organization's 501(c)(3) status. If your organization's 501(c)(3) status is on file, you do not need to resubmit the proof of non-profit status.
- Include the following disclaimer in 10-point font on the bottom of your flyer:  
*"This is not a school-sponsored activity and the Swallow School District does not provide support or endorsement of this program/activity. It has neither reviewed nor approved the program, personnel, or activities announced in this brochure/flyer. Permission to distribute this material must not be considered a recommendation or endorsement by the school district."*
- Upon approval from the Assistant Principal, provide 50 copies of the flyer to the School Office.

Organization Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

1.) Is the organization considered a non-profit?  Yes (If so, please provide the 501(c)(3) number)  No

2.) Are you interested in:  Electronic Distribution  Hardcopy Distribution

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

\_\_\_\_\_  
Signature of Assistant Principal