



**Distribution of Materials by Organizations and
Individuals**

(Need at least 1 week advanced notice)
(flyers, etc...)

Sedalia School District 200

PLEASE PRINT

Today's Date		Contact Telephone	
Organization Making Request			
Individual Responsible			
Name of Event wanting to advertise (Purpose of event)			
Date(s) Request Materials to be distributed			
Facility(ies) to be distributed in			
Please list all representatives from organization who will be responsible for materials for distribution			

Signature: _____

Date: _____

FOR CENTRAL OFFICE USE ONLY

Date Received	
Comments (if any)	
Approved by:	
<p>O.K. to announce/post/make available to students only. DO NOT DSTRIBUTE TO STUDENTS.</p> <p>O.K. to distribute to all students</p> <p>O.K. to distribute to staff only</p> <p>O.K. to post in workroom</p>	

NOTE: Policies #2170 and #6242 reference material distribution within our school district.