

Policy

HORTONVILLE AREA SCHOOL DISTRICT
POLICY #9700.02– DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES

REQUEST FOR PERMISSION TO DISTRIBUTE FLYERS

The distribution of published material by non-school organizations within the schools is prohibited without written permission of the District Administrator or his/her delegate. Published materials would include posters, circulars, advertisements, and similar items. Permission to distribute published material will be granted only to non-profit organizations & District PTO Organizations. Such organizations must have a significant portion of their clientele residing within the Hortonville Area School District boundaries.

1. All flyers/posters must have written permission of the District Administrator or his/her designee for distribution, pick-up, or posting.
2. Requests for flyers must be made 10 days in advance of possible distribution.
3. Requests for information to be placed in newsletters or marquee must be submitted 20 days in advance for possible publishing and/or displaying. (School administrators may request a size limit due to volume/size of article/flyer being placed in newsletter.)
4. The party seeking permission must provide a copy of the item at the time of request.
5. If approved for distribution, the party must provide the appropriate number of copies (indicated below) bundled for each school.
6. Elementary schools will distribute flyers through their weekly take-home envelopes.

Name of Organization: _____

Representative's Name: _____

Student Group Requests, please check one: School Sponsored Group _____ School Recognized Group _____

Phone Number: _____ Email: _____

We agree to the requirements listed above and request permission to:

1. Available flyers to students at: (check all that apply)
 - Greenville Elementary (650) Hortonville Elementary (550) North Greenville Elementary (475)
 - Greenville Middle (790) Hortonville Middle (585) HASD 4K Sites (50-Per Site)(HES, YMCA, Hillside, NGES)

PLEASE SEPARATE INTO BUNDLES OF 25.

The District is unable to distribute flyers to the High School students.

2. Post, hang a flyer/poster, and/or publish: (check all that apply)

- Newsletters @ schools indicated
- Marquee @ schools indicated (*permission from building administrator must be obtained*)
 - Greenville Elementary Hortonville Elementary North Greenville Elementary
 - Greenville Middle Hortonville Middle Hortonville High HASD 4K Sites

Dated: _____

Representative Signature

Please send form to: tamieneilson@hasd.org or send to the District Office – 246 N. Olk Street, Hortonville WI 54944

Approved

Denied

Date: _____

Authorization