

To complete this form electronically, it must be opened in Adobe Reader!

Arlington Public Schools may distribute materials announcing programs and services offered by non-profit organizations that have a social, recreational, or educational value for students. These materials may be made available in school offices and/or placed on the District website. **Materials will not be sent home with students.**

Materials submitted by outside organizations will not be distributed/posted until authorized by the Superintendent or designee. The social, recreational, or educational value, benefit of the activity, and any potential interruption of the educational program will be considered in granting approval. For materials to be considered for distribution, the following criteria must be met:

- The organization requesting distribution of materials must be a non-profit agency or charitable organization.
- The following statement must clearly appear on the front of the materials to be distributed: *"Arlington Public Schools has neither reviewed nor approved the program, personnel, activities, or organizations announced in this flyer. Permission to distribute this flyer should not be considered a recommendation or endorsement by Arlington Public Schools."*
- One quality original in final form (including the above statement) must be delivered to the Administration Office, 315 N French Ave, Arlington, WA at least 5 working days prior to the requested distribution/posting date.

Arlington Public Schools will not distribute materials which do not conform to Board Policy 4060 and Procedure 4060P. This includes solicitation for funds, direct sales information by outside vendors, surveys, questionnaires, or requests for information by non-school organizations, or any solicitation for religious or political membership.

Website - Documents to be posted on the website should be 8 ½ X 11 or smaller to assure scanning and printing compatibility.

Copies in School Offices - Once the flyer has been approved, the District will notify the requestor and the appropriate schools of its approval and ***the requestor will then be responsible to deliver exact copies of the approved document to the school offices.*** Final decision to display materials is at the discretion of the building Principal.

--REQUEST FORM AND DIRECTIONS ON THE FOLLOWING PAGE --
Questions? --Contact Gary Sabol at gsabol@asd.wednet.edu or 360-618-6217

FOR OFFICE USE ONLY			
Date Received	<input type="text"/>	By	<input type="text"/>
Date Reviewed	<input type="text"/>	By	<input type="text"/>
Event Name	<input type="text"/>		
Requestor Notified	<input type="text"/>	By	<input type="text"/>
via	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Mail
	<input type="checkbox"/> In Person		
	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
	Reason:	<input type="text"/>	
	<input type="checkbox"/> Posted on Website (if applicable)		
	<input type="checkbox"/> Approval to School Offices (if applicable)		
	<input type="checkbox"/> Original Filed		

Please type or print clearly

Non-Profit/Charitable
Organization Name

Representative
Making Request

Address

City

State

Zip

Email Address

DAYTIME Phone No.
(including area code)

Extension #

Alternate Phone No.
(including area code)

Extension #

Description of Materials
to be Distributed

Please state the
educational value to
students:

I would like the attached information distributed via:

- Posted as Downloadable Document on Community Resources Page of School District Website
- Copies Available in Elementary School Offices (Eagle Creek, Kent Prairie, Pioneer, Presidents)
- Copies Available in Middle School Offices (Haller MS, Post MS)
- Copies Available in High School Offices (Arlington HS, Weston HS)
- Copies Available in Stillaguamish Valley School Office

The organization listed above, as evidenced by my signature, an official representative, hereby agrees to hold harmless and indemnify Arlington Public Schools for any liability, claims, injuries, damages, causes of action, losses, costs (including attorney's fees), suits or judgments arising out of injuries or damage related to activities or events described in the attached flyer. I have read and understand the District's rules contained on page one of this form. I understand that approval of this request does not constitute an obligation by Arlington Public Schools to distribute the attached information.

Signature

Date

PRIOR TO SUBMITTING, PLEASE VERIFY:

- Request Form is properly completed and signed
- One quality original document, containing required disclaimer, is provided
(I understand that, once approved, it will be my responsibility to provide copies to school offices, if applicable)
- These items delivered to Administration Office at least 5 business days prior to requested distribution date.