



**Superintendent's  
Authorization for Distribution of Materials  
To Students by Outside Agencies**

Materials are in:     English & Spanish  
                           English with Spanish Information Telephone Number

Approved materials must be in the building within 24 hours before planned distribution. It may be translated into Spanish or reference a telephone number for answering questions in Spanish. Materials must be sorted into bundles of 25. Posters and other forms of visual communication may be displayed in a school with the principal's permission following superintendent approval. (Yakima School Board Policy 4320)



**1. Date of request:** \_\_\_\_\_

**2. Person requesting authorization to distribute materials:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**3. Name of organization or distributor(s):**

\_\_\_\_\_  
\_\_\_\_\_

**4. Type of material which the group would like to distribute:**

\_\_\_\_\_  
\_\_\_\_\_

**5. Manner in which the organization would like to distribute the materials:**

- Hand out in classrooms
- Have brochures available in office, faculty lounge
- Post on bulletin board
- Other

**6. Request that the material be distributed to:**

- Elementary Schools
- Middle Schools
- High Schools

**7. Signature of person requesting:** \_\_\_\_\_

**8. Distribution authorized:** \_\_\_\_\_  YES  NO

*Under these Conditions:* \_\_\_\_\_  
\_\_\_\_\_