



**Superintendent's Authorization for
a Non-Profit to Distribute
Materials To STAFF**

4310X

Non-school related non-profit organizations may ask the superintendent for permission to display posters or make flyers available in the faculty lounge. The materials must have the sponsoring organization's name prominently displayed. No political or campaign materials may be posted or distributed, except for student elections or materials used for educational lessons. Materials may not be displayed/distributed that would disrupt the educational process; violate the rights or invade the privacy of others; infringe on a copyright; or are obscene, vulgar, or indecent.

1. Date of request: _____

2. Person requesting authorization to distribute materials:

Name: _____

Mailing Address/City/ZIP: _____

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:

- Display posters in the faculty lounge area
- Have brochures available in office, faculty lounge

6. Request that the material be distributed to:

- Elementary Schools
- Middle Schools
- High Schools
- Other _____

7. Signature of person requesting: _____

[Upon receipt of authorization, the person making the request is responsible for delivering materials to individual school locations and to provide them with a copy of the authorization.]

FOR OFFICE USE ONLY

8. Distribution authorized: YES NO **By:** _____

Comments and/or conditions: _____