



**Wenatchee School District No. 246**  
**FLYER DISTRIBUTION APPROVAL FORM**  
**Community Activity Information**

Wenatchee School District  
 235 Sunset Avenue  
 Wenatchee, WA 98801  
 663-8161 Fax: 663-3082

\_\_\_\_\_  
 (Today's Date)

\_\_\_\_\_  
 (Organization Name)

\_\_\_\_\_  
 (Name of Event)

\_\_\_\_\_  
 (Date of Event)

\_\_\_\_\_  
 (Organization Address)

\_\_\_\_\_  
 (Phone)

\_\_\_\_\_  
 (Print your Name)

Requests permission to place this \_\_\_\_\_ Poster \_\_\_\_\_ Flyer/Handout in Wenatchee schools.

Status of Organizaton: Nonprofit \_\_\_\_\_ Private \_\_\_\_\_ City Council or School \_\_\_\_\_

Status of Activity: Social \_\_\_\_\_ Recreational \_\_\_\_\_ Educational \_\_\_\_\_

For Staff Only: A direct benefit for staff Member \_\_\_\_\_ or a service opportunity \_\_\_\_\_

Location where you want to place posters, flyers/handouts: (circle choices)

Office \_\_\_\_\_ Counter display \_\_\_\_\_ Bulletin board \_\_\_\_\_ Home with students \_\_\_\_\_ other \_\_\_\_\_  
 (elementary only) (explain)

Circle each grade level that applies:

Elementary: K 1 2 3 4 5 Middle School 6 7 8 High School 9 10 11 12

**An organization granted approval to distribute materials is responsible for:**

- Providing information in ENGLISH and SPANISH to go home with students. (Material approved for staff may be in English only).
- A copy of the approval form must be left at the school site with the materials to be distributed.
- Flyers approved for classroom distribution must be in **BUNDLES OF 30**.
- **ALL** distribution is the responsibility of the applicant receiving approval.
- Materials will be distributed out to classrooms twice a month. Have materials at the schools by the 1<sup>st</sup> and 15<sup>th</sup> of each month, September through June.
- The District Office will review materials on a two day turnaround basis.

*Further information about the districts policy and procedures regarding flyer distribution can be found on the Wenatchee School District web site under school board policy #4060. [www.home.wsd.wednet.edu](http://www.home.wsd.wednet.edu)*

Your request has been:  Approved  Denied\*

**APPROVED METHODS OF DISTRIBUTION:**

Counter  Bulletin Board  Staff Room  Approved for distribution in K-5 classrooms.

Other \_\_\_\_\_

\* Reason for denial: \_\_\_\_\_

\_\_\_\_\_  
 Chet Harum, Executive Director – Student/Support Services

\_\_\_\_\_  
 Date

**NONDISCRIMINATION STATEMENT FOR SCHOOL PUBLICATIONS AND PUBLIC ANNOUNCEMENTS**

The Wenatchee School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, including gender identity, disability, familial status, marital status or age. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to RCW Officer and ADA Coordinator Mike Franza. Issues related to 504 should be directed to the Administrator for Student and Support Services.