



Return completed form and final copy of flyer to:
 Central Valley School District
 Attn: Public Information Office
 19307 E. Cataldo Avenue
 Spokane Valley, WA 99016
 Fax: (509) 228-5439 Phone: (509) 228-5425

Request for Flyer Distribution in Schools **2009-2010 School Year**

Please complete this request form and return with a final version of your flyer to Central Valley School District. Incomplete submissions will not be reviewed.

Central Valley School District reviews requests for flyer distribution based on the following criteria:

- Offered by a community-based, non-profit organization or a community-oriented activity or event offered by students, parents or staff of Central Valley schools
- Serves or appeals to the majority of Central Valley youth
- Contains non-curricular information with social, recreational or educational value for students, families and/or staff
- Commercial advertising is not acceptable

Group/Organization: _____

Name of Contact Person: _____

Contact E-mail: _____

Contact Phone: _____ Contact Fax: _____

Non-profit Dept. of Revenue Unified Business Identification (UBI) #: _____

Request for flyer distribution to:

- Students Teachers All school staff

If approved, flyer will be placed on information tables in school lobbies for parents, students and visitors to pick up. Flyers intended for teachers or school staff will be placed in the staff lounge.

Approved flyers are not sent home with students.

Please see *Central Valley School District Flyer Approval and Distribution Procedures* for more information. The document is posted online at www.cvsd.org

On behalf of my organization, I have read and agree with the procedures above and the following statement:

“The district does not sponsor this event and the district assumes no responsibility for it. In consideration of the privilege to distribute materials, the Central Valley School District shall be held harmless from any cause of action filed in any court of administrative tribunal arising out of the distribution of these materials including costs, attorneys’ fees and judgments or awards.”

Signature

Date

Staff Use Only

Received: _____ Reviewed: _____ List: _____ Notified: _____