



**JEFFERSON SCHOOL DISTRICT
FLYER DISTRIBUTION AUTHORIZATION FORM**

Contact/Material Information	SELECT ONE Method of Distribution	Distribution Request
Organization:	Electronic <input type="checkbox"/>	Jefferson School <input type="checkbox"/>
Event or Subject:		Monticello School <input type="checkbox"/>
Contact Name:	Counter Display Only <input type="checkbox"/>	Tom Hawkins School <input type="checkbox"/>
Phone:		Anthony Traina School <input type="checkbox"/>
E-mail:		All Grades <input type="checkbox"/>
Non-profit Number:		Grades: K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/>

Your flyer will be considered for distribution in accordance with Board Policy and Administrative Regulation 1325. Please attach your flyer/material to this application and submit to the Jefferson School District Office or rsaia@jsdtracy.com. Please submit an electronic file for requests for electronic distribution. Allow three business days for review of your flyer.

- The Superintendent or designee may approve the distribution to students of materials prepared by organizations which are school sponsored or school related. Materials approved for distribution shall further the district’s intended purpose, directly benefit the students, support the basic educational mission of the district or be of intrinsic value to the students. Materials shall not promote any commercial, religious or political interest.
- An approved flyer may not be altered in any way.
- Paper Distribution - Jefferson School District will not print your flyers. The organization shall provide bundled flyers, as instructed below, along with a copy of the signed Flyer Distribution Authorization Form.
- Electronic Distribution – The district will forward an approved flyer to the school offices for inclusion in the next school newsletter. The flyer will be included in one weekly newsletter.
- **The following language is required on all flyers:**

“The Jefferson Elementary School District does not sponsor, supervise nor endorse this activity, event, organization or its content. Distribution of this material is provided by the District as a community service for non-profit organizations”.

Please sign here to acknowledge acceptance of these terms: _____

Approval Information – For District Use Only	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Signature	Date
Comments:	