



REQUEST TO DISTRIBUTE MATERIALS TO SCHOOLS

Community Relations Department
1711 South Commons
Federal Way, WA 98003

253.945-2270 FAX 253.945.2265
CRC Hours: Mon-Fri 10:00-4 p.m.
For more information please go to
<http://www.fwps.org/info/distribution/>

PLEASE READ REQUIREMENTS CAREFULLY & INITIAL

- ◆ The Federal Way School District will not deliver your flyers/information through its mail system. You must use the U.S. Mail or deliver the materials yourself. No emails or faxed copies will be accepted at the school sites.
_____Initials
- ◆ Attach one (1) copy of this form with each school's material. Material must be bundled in groups of 30 and left at the school office. _____Initials
- ◆ Company Representatives are only permitted to drop off materials at the main office, and are not permitted to remain on campus or visit other areas of the building. _____Initials
- ◆ Contacting school principals and/or office staff to setup lunches or functions on district property is not permitted. Federal Way Public Schools campuses are closed. _____Initials
- ◆ A copy of any material that will be distributed will be either mailed, faxed or delivered to the Community Relations Department. _____Initials
- ◆ This approval is distribution is valid for 45 days after the issue date. Permission to distribute is not transferable to any other material. _____Initials
- ◆ For-profit companies' materials will only be distributed to district staff. _____Initials
- ◆ The following hold harmless statement must appear on all materials to be distributed to Federal Way students and staff by outside organizations:

This event/activity/offer is not sponsored by the Federal Way Public Schools, and the District assumes no responsibility for the conduct or safety during the event/activity/offer. In consideration for the privilege to distribute these materials, the Federal Way Public Schools shall be held harmless from any cause of action, claim or petition filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.

Distribute to: Elementary Students Secondary Students Staff Only

*****PLEASE PRINT*****

Organization Name _____

Address _____

City/State/Zip _____

Name of Representative _____

Phone _____ FAX _____

Title of Flyer (attach one copy of flyer to this form)

IS THIS A NON-PROFIT ORGANIZATION?
(PROFIT MAKING INFORMATION GOES TO STAFF ONLY)

NO ___ YES ___ 501C # _____

(Please DO NOT write below. For FWPS Office use only)

Approve _____ Disapprove _____ Date _____
(Please allow 24-48 hours to process request)

Community Relations Director Signature _____

Comments _____

NOTE: Please talk to school manager regarding distribution. School Distribution is a site decision.

Distribution of Materials—3222

Publications or other material may be distributed on school premises in accordance with procedures developed by the Superintendent. Such procedures may impose limits on the time, place, and manner of distribution including prior authorization for the distribution or circulation of substantial quantities of printed material or the posting of such material on school property.

Students responsible for the distribution of material which leads to a substantial disruption of school activity or otherwise interferes with the school operations shall be subject to corrective action or punishment, including suspension or expulsion consistent with student discipline policies.

Cross References:

Board Policy 3220 Freedom of Expression
3300 Corrective Actions or Punishments

Legal References: WAC 180+40-215 Student Rights
Adoption Date: 6/23/97

Distribution of Materials - 3222P

Distribution of Materials Forms can be obtained by contacting the Community Relations office in person, by phone or by fax.

Distribution of Materials applications must be approved by the Community Relations Department of the Federal Way Public Schools.

Forms may be delivered in person, mailed or faxed to the Community Relations Department for approval. The Federal Way Public Schools will require a "hold harmless statement" on all materials to be distributed to Federal Way Public Schools' students and staff by outside organizations.

The approval for distribution is valid for 45 days after the issue date. Permission to distribute is not transferable to any other material. Written approval must be obtained for each form/flyer distributed.

For-profit companies' materials will only be distributed to district staff.

Annual distribution by non-profit organizations may be obtained on a case by case basis.

Distribution to Sites

One copy of the signed Distribution of Materials Form will be attached with each school's materials. Materials must be bundled in groups of 30.

The Federal Way Public Schools will not deliver your flyers/information through its internal mail system. Flyers and information must be delivered by U.S. Mail or self-delivery. No emails or faxed copies will be accepted at the school sites.

The building principal has the final authority regarding the distribution of materials at their building.

District Hold Harmless Statement

"This event/activity/offer is not sponsored by the Federal Way Public Schools, and the district assumes no responsibility for the conduct or safety during the event/activity/offer. In consideration for the privilege to distribute these materials, the Federal Way Public Schools shall be held harmless from any cause of action, claim or petition filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards."