

DISTRIBUTION OF MATERIALS VIA SCHOOL MAIL

Distribution of fliers, posters, or other printed materials to students and/or staff of the Waterloo Community Schools by groups other than the District is authorized by the Director of School & Community Relations. This service is available under limited circumstances for nonprofit youth-serving groups.

PROCEDURES

Any nonprofit organization wishing to distribute written material must first submit via a form available on the district website for approval a copy of the material to the Director of School & Community Relations, 1516 Washington Street, Waterloo, Iowa, 50702 at least fifteen (15) working days prior to the desired distribution date. The following information must be supplied with the material copy:

1. Name of organization and 501c(3) number.
2. Name, address, and phone number of the contact person.
3. Purpose of the printed materials.
4. Buildings requested for distribution.
5. To whom the material is to be distributed (students, parents, or teachers/staff).
6. Type of material (brochure, poster, other).
7. Date requested for distribution.

Within five (5) working days of submission, notice of approval or denial will be given. If approved:

- The principal at the relevant buildings will be notified.
- The Director of School & Community Relations will provide a student headcount for each requested building.
- Materials should be bundled by the sponsoring entity in packs of 30 and then in sets of packs sufficient for the student count at each building.
- Each set should be labeled with the building's name and the requested distribution date.
- The sets are to then be delivered to the Waterloo Community Schools Central Stores, 1516 Washington Street, Waterloo, Iowa, 50702, at least 5 working days prior to the requested distribution date.
- While every effort will be made to meet the requested date, the days on which buildings send home materials with the students may vary.
- Translations will be provided by the District as necessary.

Permission to distribute materials does not imply approval of its contents by either the school district, the Board, the administration, or the individual reviewing the material submitted.

ADOPTED: 6/10/99

Reviewed: 9/5/02, 10/7/04, 9/3/09, 11/7/13