Distribution of Printed Materials Request

Distribution of flyers or other printed materials to students of the Waterloo Community Schools by non-profit groups other than the District is authorized by the Director of School and Community Relations. The publications for students must have a summary translated into Bosnian, Burmese, French, Marshallese and Spanish. The District will provide the translation at no cost to the sending agency, but this will lengthen the process. Each agency should provide a short summary about the flyer information (ex: name, date, time, location) to be translated for non-English speaking/reading parents at the time the item is submitted for approval. The translated summary will be sent back to you for copying. APPROVAL TO DISPLAY POSTERS MUST BE OBTAINED BY THE BUILDING PRINCIPAL AND DO NOT NEED TO BE TRANSLATED.

TRANSLATION NOTICE:
We appreciate our partnerships with non-profit, youth serving community agencies and groups, and gladly support them by distributing information about their activities to our families. Because we are committed to assuring that our families for whom English is not the language spoken in the home receive the same opportunities for information, translations into Bosnian, Burmese, French, Marshallese and Spanish are required.

The District will translate summary information provided by the agency or group that is distributing the flyer, at no charge to the agency/group. It’s then the responsibility of the agency/group to provide sufficient copies in the appropriate languages to the schools for distribution. If the needed translated materials are not provided to a school, we cannot distribute the materials to any student. Whenever possible, the agency or group will be contacted as a courtesy reminder to furnish the translated materials to the school so that all students can receive the information to take home.

Thanks for your ongoing support of our schools and our families.

1. Send a sample of the relevant material, a short summary (no more than a half page), and this completed form to:
   School & Community Relations
   Attention: Sandi Lanigan
   1516 Washington Street  Email: lanigans@waterlooschools.org
   Waterloo, IA 50702  Fax: 433-1889

2. The sample, summary, and this completed form must be received at least 15 work days prior to the desired distribution date.

3. Notice of approval or disapproval will be relayed to you within 5 working days of receipt of the sample, summary, and form. The translated summary will be sent to you for copying. Counts for the desired buildings will also be provided. A notice will be placed in weekly all-staff e-newsletter.

4. Approved materials should be counted out into 30s and separated in some manner so that building secretaries can distribute to each classroom. Wrap items securely (including the correct number of translations required for each building) and mark each package clearly with the building name. Call us at 433-1826 if you have questions about wrapping your flyers. Deliver these to the Central Stores building, 1516 Washington Street, Waterloo, 50702, between 6:00 a.m. and 2:00 p.m. at least 5 working days prior to the requested distribution date.

5. Clearly mark on each building’s set of materials the requested distribution date.

6. Please note that the days on which buildings send materials home with students vary.

7. If translations are not provided to the school, the English version will not be distributed.

Organization ___________________________ 501 c (3) # ________________
Contact Person __________________________ Position _______________________
Phone __________________________ Fax __________________________ Email __________________________
Mailing Address __________________________

Purpose of printed materials
Buildings requested for distribution __________________________ Grade Level: __________
Distribution requested to (please circle): students/parents teachers all staff
Type of material (please circle): flyer poster other (explain) __________________________

NOTE: Surveys must be reviewed by Dr. Stephanie Mohorne, Associate Superintendent for Educational Services

Date requested for distribution (please be specific): __________________________

Method of distribution to the schools (please circle): school mail we will deliver ourselves

For District Use Only
Approved _____ Not Approved _____ Authorized by ______________________ Date ______________________