

REQUEST TO DISTRIBUTE EVENT/INFORMATION THROUGH THE ISSAQUAH SCHOOL DISTRICT

Name of the Organization: _____

Mailing Address: _____ Fax #: _____

Contact Person: _____ Phone #: _____

Is your organization ... Non-Profit (501-C-3) _____ For-Profit _____ Other _____

(Current proof of your 501-C-3 for non-profit status must be attached)

Title/description of event/information to be distributed: _____

To whom is the information to be distributed?

Staff: _____ Students: _____ Which Grade Level(s): _____

- If submitting event/information for community bulletin space - attach flier and submit
- If submitting event/information for electronic community fliers web pages - send a brief message with a link to more information to Debbie Romano at romanod@issaquah.wednet.edu

If not distributing to all schools at all grade levels, please list the names of the schools and grade levels to receive the information: _____

What social, recreational or educational benefit does your event or information provide to ISD students? _____

Will the distribution of this information result in a financial gain to your organization? ___ Yes ___ No

If yes, please explain. _____

Has this information been mailed or distributed in any other way? _____ Yes _____ No

If yes, please explain. _____

APPROVAL/DENIAL OF REQUEST

_____ **APPROVED** for distribution through kid mail, E-News/newsletters, academic time, electronic community fliers web pages and community bulletin space

_____ **APPROVED** for distribution through kid mail, Electronic community fliers web pages and community bulletin space

_____ **APPROVED** for electronic community fliers web pages and community bulletin space

_____ **APPROVED** for community bulletin space ONLY

_____ **APPROVED** for placement in staff room

Special Instructions: _____

_____ **DENIED** for distribution

Reason for denial: _____

Debbie Romano, Operations Coordinator

Phone # (425) 837-7010

Fax # (425) 837-7005

E-mail - romanod@issaquah.wednet.edu

_____ Date