REQUEST TO DISTRIBUTE EVENT/INFORMATION THROUGH THE ISSAQUAH SCHOOL DISTRICT

Name of the Organization: ____________________________________________________________
Mailing Address: _____________________________________________________________ Email: ______________________________
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 boards – attach flier and submit
• If submitting event/information for electronic community fliers boards – send a 2-3 sentence message with a link to more information to Beth Egan at egane@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 community fliers web page and community bulletin space
______ APPROVED for community bulletin space ONLY
______ APPROVED for placement in staff room

Special Instructions: __________________________________________________________

______ DENIED for distribution
Reason for denial: __________________________________________________________

______________________________ ____________________________
Beth Egan, Communications Specialist Date
Phone # (425) 837-7113
Fax # (425) 837-7005
E-mail – egane@issaquah.wednet.edu