

# 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](mailto: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  
Phone # (425) 837-7113  
Fax # (425) 837-7005  
E-mail – [egane@issaquah.wednet.edu](mailto:egane@issaquah.wednet.edu)

\_\_\_\_\_ Date