

Date: _____

PERMISSION FOR DISTRIBUTION OF MATERIALS THROUGH THE LOS ALAMOS PUBLIC SCHOOLS

Non-school agencies must have the approval of the Superintendent or his representative in order to forward information through the schools. Would you please provide the following information so that we may determine whether approval should be given?

Name of Organization: _____

Is this a non-profit organization? _____ Yes _____ No **(If Yes, please provide a 501.c.3 form for our records)**

Is this material intended, directly or indirectly, to promote a fund-raising activity?

_____ Yes _____ No

Will school facilities be involved? _____ Yes _____ No

Is the reason for distributing this information to promote:

- a. A youth activity _____
- b. An adult activity _____
- c. An activity involving both youth and adults _____

Please give a brief description of your organization, the reason you are asking the schools to distribute this material for you, the purpose for which these materials will be used, and any other information you feel would be important for the school administration to know.

Also, indicate clearly what you expect from the schools. **Note:** School Board policy clearly requires that a minimum of school time should be utilized in distribution activities. Also, the school principal retains the right to determine **if, how, and when** material will be distributed. Thus, the administration carefully screens and limits this type of activity. If you need more space, use the reverse side of this form.

Assistant Superintendent or Representative

Signature of Applicant

Date

Position in Organization

_____ Approved _____ Not Approved

Phone Number

PLEASE ATTACH A COPY OF THE INFORMATION TO BE DISTRIBUTED
OR PLACED ON A BULLETIN BOARD

NOTE: Bulletin board materials must be removed by you after the event.