

## REQUEST FOR PERMISSION FOR FLYER DISTRIBUTION

Dickinson Public Schools seeks to promote the wellbeing of the student body. Organizations that assist with promoting student wellbeing are encouraged to share information through flyers. The paper distribution and electronic posting of flyers by non-school organizations within the schools require **written permission of the District administrator or his/her designee**. Flyers include posters, circulars, advertisements, and similar items. Organizations must have a significant portion of their clientele residing within the Dickinson Public School District boundaries.

- The party seeking permission must provide an electronic version of the item at the time of the request. The electronic version shall be emailed to [tpetersen@dpsnd.org](mailto:tpetersen@dpsnd.org).
- Turnaround time for approval is a minimum of 10 instructional days. **Please do not ask for an exception!**
- Flyers submitted in August and the first week of January could have additional turnaround time due to the high volume of requests. Flyers will not be accepted the last two weeks of the school year.
- Dickinson Public Schools is not in the habit of marketing for companies.
- Dickinson Public Schools will not post flyers on DoJo, SeeSaw, or email flyers to parents.
- **Dickinson Public Schools will not absorb the cost of photocopying for paper distribution.**
- Additional information on the District's policy on posting of material may be found in [Board Regulation KAAD-BR](#). This includes limitations on posting material with tobacco, drug, and/or alcohol.

Name of Organization: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### I am requesting permission for the following.

1. \_\_\_\_\_ Distribute paper flyers to the following schools. **Please note, the District does not print flyers. Instructions for distribution and enrollment numbers will be emailed after the flyer is approved. Students at the middle school and high schools do not have mailboxes. Copies will be set out for students to pick up if interested.**
  - a. \_\_\_\_\_ Early Childhood program
  - b. \_\_\_\_\_ All Elementary Schools
  - c. \_\_\_\_\_ Dickinson Middle School
  - d. \_\_\_\_\_ Dickinson High School
  - e. \_\_\_\_\_ Alternative High School
2. \_\_\_\_\_ Post electronic flyer on building website at the following school requests. It is the responsibility of the requestor to make sure flyers submitted are ADA compliant. You may check website search engines to search for steps to make a flyer ADA compliant.
  - a. \_\_\_\_\_ All Elementary Schools
  - b. \_\_\_\_\_ Dickinson Middle School
  - c. \_\_\_\_\_ Dickinson High School

Additional Information: \_\_\_\_\_

I have read and understand the above information. **If I have checked No. 2. Electronic Request, I have made the flyer ADA compliant.**

Date: \_\_\_\_\_ Representative Signature: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied – Reason for denial \_\_\_\_\_ Initial \_\_\_\_\_