

Provo City School District
Policy Series 3000: Students



3605 F1

Distribution of Materials Request

The following form is to be used to request for flyers or other materials to be sent home with students at multiple schools which will require district level permission or at an individual school which will require the principal's signature. Please send this completed form and a copy of the materials you are requesting to be distributed to Donna Nelson (donnan@provo.edu) in the Student Services Department. If you have questions you may call the Student Services Office at 801-374-4814.

Date submitted: _____ Distribution Date: _____

Organization Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Person making request: _____

Phone: _____ Cell: _____

Email: _____

Purpose of Flyer:

1. The following disclaimer must be included on information to be sent home:

Provo City School District does not sponsor this event/activity/offer and assumes no responsibility for it. In consideration for the privilege to distribute these materials, Provo City School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.

This disclaimer must be placed on the front or back of the flyer being sent home.

2. Organizations wishing to distribute information are encouraged to submit requests two weeks prior to an event, registration, etc.
3. Please indicate at which school(s) you would like your materials sent home.
It is the responsibility of each organization making the request to print and distribute the copies to the school requested. An enrollment count for the district schools is available upon request.

All schools Only Elementary Only Secondary

Select individual schools (select individual school if not sending to all schools)

Secondary Schools:

Timpview High School Provo High School Independence High School
 Centennial Middle School Dixon Middle School

Please note that flyers/materials in the secondary schools are usually placed in the school administration and counseling offices for students to pick up and bring home unless otherwise requested.

Elementary Schools:

Amelia Earhart Elementary Canyon Crest Elementary Edgemont Elementary
 Franklin Elementary Lakeview Elementary Provo Peaks Elementary
 Provost Elementary Rock Canyon Elementary Spring Creek Elementary
 Sunset View Elementary Timpanogos Elementary Wasatch Elementary
 Westridge Elementary

FOR DISTRICT USE ONLY

Authorization Date: _____

Approved for distribution by Assistant Superintendent: _____

Approved for distribution by School Principal: _____