



REQUEST TO DISTRIBUTE MATERIALS TO SCHOOLS

Community Relations Department
1711 South Commons
Federal Way, WA 98003

253.945-2270 FAX 253.945.2265
Mall Annex Hours: Mon-Fri 1-4 p.m.
For more information please go to
http://www.fwps.org/info/distribution/

To distribute written or other materials to students and staff in the Federal Way School District, you must fill out this form and submit to the FWPS Community Relations Department

PLEASE READ REQUIREMENTS CAREFULLY & INITIAL

- ◆ Distribution requests must be accompanied by a copy of any material that will be distributed. Please mail, fax or deliver to the Community Relations Department. _____ Initial
◆ The following hold harmless statement must appear on all materials to be distributed to Federal Way students and staff by outside organizations: _____ Initial
This event/activity/offer is not sponsored by the Federal Way School District, and the District, Employees and Officers assumes no responsibility for the conduct or safety during the event/activity/offer. In consideration for the privilege to distribute these materials, the Federal Way School District, Employees and Officers shall be held harmless from any cause of action, claim or petition 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.
◆ Requests to distribution are reviewed on Wednesdays and Fridays. You must submit your request no later than Monday to be reviewed by Wednesday; and no later than Wednesday to be reviewed by Friday. _____ Initials
◆ If your request to distribute is approved, please attach one (1) copy of the approved form with each school's material. Material must be left at the school office. (students materials must be bundled in groups of 30) _____ Initials
◆ The Federal Way School District will not deliver your flyers/information through its mail system. You must use the U.S. Mail or deliver the materials yourself. No emails or faxed copies will be accepted at the school sites. _____ Initials
◆ Company Representatives are only permitted to drop off materials at the main office, and are not permitted to remain on campus or visit other areas of the building. _____ Initials
◆ Contacting school principals and/or office staff to set up lunches or functions on district property is not permitted. Federal Way Public Schools campuses are closed. _____ Initials
◆ For-profit companies' materials will be distributed to district staff only. _____ Initials
◆ This approval for distribution is valid for 45 days after the issue date. Permission to distribute is not transferable to any other material. _____ Initials

Distribute to: Elementary Students Secondary Students Staff Only

*****PLEASE PRINT*****

Organization Name _____

Address _____

City/State/Zip _____

Name of Representative _____

Email address _____

Phone _____ FAX _____

Title of Flyer (attach one copy of flyer to this form) _____

IS THIS A NON-PROFIT ORGANIZATION? (PROFIT MAKING INFORMATION GOES TO STAFF ONLY)

NO ___ YES ___ 501C # _____

STATE/FEDERAL MUNICIPALITY _____

(Please DO NOT write below. For FWPS Office use only)

Approve ___ Disapprove ___ Date _____

Community Relations Director Signature _____

Comments _____

NOTE: School Distribution is a site decision.

REQUEST TO DISTRIBUTE MATERIALS

Please read information carefully as it has changed

1. What are the requirements for doing a Request to Distribute Materials?
 - a. The Federal Way School District requires a hold harmless statement on all materials to be distributed to Federal Way students and staff by outside organizations. It should read as follows:

“This event/activity/offer is not sponsored by the Federal Way School District, and the District, Employees and Officers assumes no responsibility for the conduct or safety during the event/activity/offer. In consideration for the privilege to distribute these materials, the Federal Way School District, Employee’s and Officers shall be held harmless from any cause of action, claim or petition 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.”
 - b. Please provide a copy of the material that you wish to distribute, along with your completed distribution request form, to the Community Relations Department by fax or mail *.
 - c. After this form is approved, you must attach one (1) copy of this form with each school's material. (Material must be bundled in groups of 30.)
 - d. Materials will not accepted or approved for distribution the first and last week of school.
 - e. The Federal Way School District **will not** deliver your flyers/information through its mail system. You must use U.S. mail or deliver the materials yourself. No emails or faxed copies will be accepted.
2. Where do I fax and/or bring the Distribution Request for approval?
 - Federal Way Public Schools, Community Relations Department
1711 South Commons
(253) 945-2270 FAX (253) 945-2265
Monday – Thursday, 1:00 PM – 4:00 PM
3. Is there a deadline for submitting Distribution Requests?
 - Requests for distribution are reviewed on Wednesdays and Fridays. You must submit your request no later than Monday to be reviewed by Wednesday; and no later than Wednesday to be reviewed by Friday.
 - Please do not call for status or fax more than one request for approval.
 - Applications for the new school year will be accepted the last week of August.
4. How long and how will I be notified after I submit my request for distribution?
 - Requests must be turned in or faxed to the Community Relations Office, 48 hours prior to review. Requests will be reviewed on Wednesday or Friday and will be available to pickup from 1:00—4:00 PM on those days.
 - Notification will be by fax or US Mail.
5. How long after I receive the approval may I distribute my materials?
 - You can distribute your materials for 45 days after the issue date.
 - Permission to distribute is not transferable to any other material.
 - Written approval must be obtained for each form/flyer to be distributed.
 - A yearly Distribution Request will be done on a case-by-case basis.
6. Who can distribute information to students?
 - Organizations with a state issued nonprofit number are allowed to distribute material to staff and students if all other requirements are met.
 - Organizations without a nonprofit designation may distribute to staff only.
7. Who do I need to see at the school once I have obtained approval?
 - Please leave with the staff person at front desk.
 - Please do not call the school staff or email them.
 - The building principal has the final decision regarding distribution.

Related Board Policy 3222/Procedure 3222P

* Materials also may be brought in person to the Community Relations Department at 1711 S. Commons, Federal Way, WA. Reviews will be done by 1:00 on Wednesday or Friday.