



Request for Distribution of Materials on School District Property by Nonschool Persons

In accordance with Board of Education policy 904, any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the office of the superintendent at least five days in advance of desired distribution time. A sample of the materials must accompany this form.

Name & Organization:	Phone:
	Email:
Date(s) of Distribution:	Time(s) of Distribution:
School(s) for Distribution:	Grade(s) for Distribution:
Method of Distribution:	
Format of Distributed Materials (flyer, booklet, etc.):	

Notes on Distributing Flyers

1. Flyers approved to be distributed will be sent home twice a month on the 15th and 30th (or the nearest school day).
2. Approved flyers should be printed on yellow paper unless they are printed in color.
3. Approved flyers should be bundled in packets and delivered to each building. The total number listed below is more than the total number of students enrolled to ensure that all students receive the information, including those with dual households.
 - a. For elementary schools, there should be 35 copies in each packet and the number of packets per school is:

Baxter - 19 packets	Garfield - 15 packets	Harrison - 10 packets
Lowell - 18 packets	Nisswa - 13 packets	Riverside - 21 packets
 - b. For Forestview Middle School, there should be 50 copies bundled in packets and delivered to the main office of the building to be placed in designated areas within each grade level area and office. Flyer information will be placed in the daily school announcements. The number of packets per grade is 4 for a total of 16 packets for all students enrolled in grades 5-8.
 - c. Flyers are generally ineffective and not approved for distribution at Brainerd High School, Brainerd Learning Center and Lincoln Education Center.