



# APPLICATION TO DISTRIBUTE MATERIALS

Any non-profit or not-for profit organization/agency wishing to distribute non-district written material must first submit for approval this application and a copy of the material to the office of the BCSD Curriculum Director. You may fax the materials to Sharon Dentlinger at 319-753-6795 or email to [Sharon.Dentlinger@bcsds.org](mailto:Sharon.Dentlinger@bcsds.org) or drop off a copy at the Administration Building at 1429 West Ave.

Please read and follow the process outlined below for a timely approval and distribution of your informational materials. Thank-you.

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Date of Desired Distribution

\_\_\_\_\_  
Group/Organization requesting distribution of materials

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Item(s) to be distributed

\_\_\_\_\_  
Target Audience (school and grade level)

1. All materials submitted for approval **MUST** contain the following statement in legible, bold print, in a conspicuous location on the materials: **"THIS MATERIAL IS NEITHER ENDORSED NOR SPONSORED BY THE BURLINGTON COMMUNITY SCHOOL DISTRICT."** If the materials contain more than one page, this statement must appear on each page.
2. Flyers must be informational in nature. The flyer must contain the organization's name, address and phone number in a conspicuous location.
3. Distribution of flyers from for-profit organizations is not allowed per Board Policy (904.6)
4. Once approved, materials must be counted out and bundled securely by classroom enrollment (for grades PK-5) and in packets of 20 each (for grades 6-12). A listing of current enrollment numbers will be provided by the BCSD.
5. A copy of this form must be included with the materials to be distributed to each building.

-----  
*Central Office Use:*

<input type="checkbox"/>	Approved for Distribution	Approved By: _____	Date: _____
<input type="checkbox"/>	Denied for Distribution	Reason for Denial: _____	

*Public Notice: It is the policy of the Burlington Community School District not to discriminate on the basis of race, color, creed, sex, marital status, national origin, religion, sexual orientation, gender identity, age, or disability in its educational programs, activities or employment practices.*

"Inspiring and challenging students through diverse opportunities."

1429 West Avenue

Burlington, IA 52601

319/753-6791

Fax 319/753-6796