



Communications Office  
205 North Alder Ave.  
Granite Falls, WA 98252

## **REQUEST FOR DISTRIBUTION OF INFORMATIONAL MATERIAL**

The Granite Falls School District may distribute materials announcing programs and services offered by non-profit organizations that have a social, recreational, or educational value for students. All requests for material distribution will be reviewed for their appropriateness for students and families and approved for distribution by the Communication's Office. Materials will NOT be sent home with secondary students – the availability of the materials to students will be determined by the school. Materials MAY be sent home with elementary students. The school principal has the option to determine which day of the week materials will be sent home –the principal may also choose to make the materials available to interested students only.

Materials submitted by outside organizations will not be distributed/posted until authorized by the Communications Office. The social/recreational/educational benefit of the activity, and any potential interruption of the educational program, will be considered in granting approval. **The District does not sponsor or guarantee any of the information in the materials provided and reserves the right to refuse distribution. The District will not distribute materials that violate any existing laws, ordinances, or school policies. Exclusions Include, but are not limited to, the solicitation for funds, direct sales information by outside vendors, surveys, questionnaires, or requests for information by non-school organizations, or any solicitation for religious, commercial or political enterprises.** For materials to be considered for distribution, the following criteria must be met:

- The organization requesting distribution of materials must be a non-profit agency or charitable organization.
- The following statement must clearly appear on the front of the materials to be distributed: ***"The Granite Falls School District (the "District") does not assume sponsorship of, or responsibility for the content of any activities offered on this flyer. The District has neither reviewed nor approved the program, personnel, activities or organization announced in this flyer and undertakes no responsibility to supervise these events. Permission to distribute this flyer should not be considered a recommendation or endorsement of the program(s) by the District. The District shall be held harmless from any cause of action or claim filed arising out of the distribution of this flyer including all costs, attorney fees, judgments and awards"***.
- One quality original in final form (including the above statement) must be delivered to Melanie Freeman at the Administration Office, 205 North Alder Ave, Granite Falls, WA 98252 or emailed to [mfreeman@gfalls.wednet.edu](mailto:mfreeman@gfalls.wednet.edu).

Options for Dissemination:

**Website (posted)** - Documents to be posted on the website should be 8 ½ X 11 or smaller to assure scanning and printing compatibility.

**Copies to Schools (distributed)** - The District will notify the requestor and the appropriate schools of its approval and instructions for printing. The requestor will then be responsible to deliver exact copies of the approved document to the school offices. The building principal will choose when and how to make materials available to students. The principal may choose to make the materials available to interested students only.

**--- REQUESTOR MUST COMPLETE FORM ON NEXT PAGE---**

**Questions? Please contact Melanie Freeman at [mfreeman@gfalls.wednet.edu](mailto:mfreeman@gfalls.wednet.edu) or 360.691.771 for more information.**

**Please type or print clearly**

Non-Profit/Charitable  
Organization Name

Representative  
Making Request

Address

City

State

Zip

Email Address

DAYTIME Phone No.  
(including area  
code)

Extension #

Alternate Phone No.  
(including area  
code)

Extension #

Description of  
Materials to be  
Distributed

Please state the  
educational value  
to students:

I would like the attached information distributed via:

- The District Website on the Community Flyers page (posted as .pdf)
- Copies Available at the two elementary school offices (MWE, MCE)
- Copies Available in the Middle School Office
- Copies Available in the High School Offices (HS, CR)

For Office Use *only*:

Approved

Denied

The organization listed above, as evidenced by my signature, an official representative, hereby agrees to hold harmless and indemnify Granite Falls School District for any liability, claims, injuries, damages, causes of action, losses, costs (including attorney's fees), suits or judgments arising out of injuries or damage related to activities or events described in the attached flyer. I have read and understand the District's rules contained on page one of this form. I understand that approval of this request does not constitute an obligation by Granite Falls Schools to distribute the attached information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PRIOR TO PRINTING YOUR FLYERS, PLEASE VERIFY:**

- This Request Form is properly completed and signed
- Community Relations - Distribution of  
Materials

- The document contains the required disclaimer
- The document has been approved by the Communications Office
- An original, in final form, will be distributed to the Administration Office or emailed to [mfreeman@gfalls.wednet.edu](mailto:mfreeman@gfalls.wednet.edu)  
*(I understand that, once approved, it will be my responsibility to provide copies to school offices, if applicable)*