

Clovis Unified School District
MATERIAL DISTRIBUTION REQUEST

Clovis Unified is frequently contacted with requests to support local businesses and non-profit organizations through the dissemination of flyers or other literature to students and/or employees. While we recognize the important partnership of businesses and non-profit organizations in supporting our schools, the District is unable to grant all of these requests.

In order to protect the educational purpose and limited resources of our schools, Clovis Unified's Governing Board has established a policy related to the distribution of material in schools that, in part, states "Profit generating businesses or organizations may not use schools or students as agents to distribute flyers, tickets or advertising material." (*Board Policy No. 6161.4 – Free Materials Distribution in Schools*). **In order to consider approval of a business or organization's distribution request, this Material Distribution Request, along with a copy of the proposed material, must be submitted to the Clovis Unified Communications Office by email at JoAnnaFlynn@cusd.com.**

While District approval must be received before contacting any CUSD school site, individual Site Administrators have the final say as to whether material will be distributed at their Clovis Unified school.

Questions about Material Distribution Requests should be directed to the Clovis Unified Communications Office at 559-327-9098 or JoAnnaFlynn@cusd.com.

Date of Request: _____

Organization Name: _____

Contact Person: _____

Phone #: _____

Address: _____

Email Address: _____

Is your organization a non-profit group? Yes No

If approved, are you prepared to provide all copies of flyers? Yes No

Request Summary:

Describe how the request supports the educational purpose of Clovis Unified:



FOR OFFICE USE ONLY

Approved

Not Approved

Date: _____

For Distribution in the School Office/Staff Workroom Only

Reason: _____