

REQUEST FOR APPROVAL TO DISTRIBUTE MATERIALS FROM NON-PROFIT GROUP/ORGANIZATION

EAST BATON ROUGE PARISH SCHOOL SYSTEM WILL APPROVE MATERIALS FROM NON-PROFIT GROUPS PROVIDED THE FOLLOWING CRITERIA ARE MET:

- Only materials from a registered nonprofit organization will be accepted (first time distributors, provide 501(c)(3))
- The materials must not be political in nature
- Materials from religious organizations must not proselytize
- Materials must comply with school district policies and state/government laws and regulations
- Materials must support district goals, e.g.:
 - Benefit the goal of increased academic achievement for our students
 - Enhance educational programs of the district
 - Encourage youth character building activities and interests
 - Provide staff development opportunities for teachers

TO SUBMIT MATERIALS FOR REVIEW:

1. Complete the Permit to Distribute Information from Non-Profit Group/Organization (following page)
2. Include example of information that is intended for
3. Provide proof of 501(c)(3), if first-time distributor
4. Submit materials to the Communications Department at 1050 S. Foster Drive, Baton Rouge, LA or by email to communications@ebrschools.org.

UPON APPROVAL, GROUP/ORGANIZATION MUST:

1. Hand deliver or U.S. mail material to school(s).
Note: Distribution of materials in schools is at the final discretion of the school principal or designee.
2. Attach a copy of the approved distribution form with each school's material.
3. Submit materials AFTER the first two weeks of school and UP TO the last two weeks of the school year.

**Request for Approval to Distribute Information
From Non-Profit Group/Organization**

PLEASE COMPLETE, SIGN AND DATE THIS FORM AND SUMIT ALL NECESSARY MATERIALS FOR REVIEW.

Name of Group/Organization: _____

Address: _____

City, State, Zip _____

Name of Representative: _____

Business Phone: _____ Fax: _____

Email: _____

Information to be Distributed:

_____ Flyer

_____ Poster

_____ Other (please describe): _____

Non-Profit Wishes to Distribute to:

_____ Elementary Schools

_____ Middle Schools*

_____ High Schools*

_____ Selected Schools (please list): _____

****Materials are not sent home with middle and high school students but will be made available for voluntary pick-up in the school office or other designated area.***

Included:

_____ Example of information to be distributed

_____ 501(c)(3), if applicable

I have read and agree with the procedures above and indicate acceptance by my signature below:

Signature

Date

Name (Printed - if Paper Form)

Phone Number

EBRPSS District Approval: _____ Yes _____ No

District Authority:

Written approval must be obtained for each flyer/poster to be distributed.

Note: Distribution of materials in schools is at the final discretion of the school principal or designee.