



REQUEST TO DISTRIBUTE NON-SCHOOL MATERIALS OFFICE OF COMMUNITY SCHOOLS

In accordance with ECPPS Board of Education Policy 5210, any individual or organization wishing to distribute or display non-school-sponsored publications or materials must submit the following to the Community Schools Office at least ten (10) school days in advance of the distribution or display time:

- This form requesting permission to distribute or display non-school sponsored publications
- A copy of the publication or material to be distributed

IMPORTANT NOTE: *Non-school publications and materials distributed or displayed to students must be clearly identified, through the method of distribution or otherwise, as non-school materials that are neither endorsed nor necessarily reflective of the views of the school board or the school system.*

NAME OF PERSON SUBMITTING REQUEST:		
NAME OF ORGANIZATION/AGENCY REQUESTING APPROVAL:		
CONTACT INFORMATION	PHONE: _____ CELL: _____ EMAIL: _____	
PLEASE CHECK ANY AND ALL THAT APPLY TO YOUR ORGANIZATION/AGENCY:	<input type="checkbox"/> Local, state, and federal government agencies and departments; <input type="checkbox"/> Non-profit organizations that offer educational, recreational, cultural, or character development activities or programs for school-aged children, including, but not limited to, scouts, YMCA or YWCA, organized youth sport leagues, etc. <input type="checkbox"/> Community colleges, universities, and other non-profit institutions of higher education <input type="checkbox"/> School/business partnerships or incentive programs that directly enhance or support the school's educational program. Please explain: _____ _____	
REQUESTING PERMISSION TO:	DISTRIBUTE _____ OR DISPLAY _____	
DISTRIBUTION/DISPLAY INTENDED FOR:	STUDENTS _____ <input type="checkbox"/> ELEMENTARY <input type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH OR SPECIFIC SCHOOL(S): _____	STAFF _____ <input type="checkbox"/> ELEMENTARY <input type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH OR SPECIFIC SCHOOL(S): _____
PLEASE INDICATE THE DESIRED DISTRIBUTION/DISPLAY DATE:		
SIGNATURE OF REQUESTOR:		
DATE REQUEST SUBMITTED:		

Thank you for contacting the Community Schools Office regarding your request for distribution/display. Within five (5) school days, the Community Schools Office shall review the request and render a decision. In the event permission to distribute or display the material is denied or restricted, the individual submitting the request will be informed in writing of the reasons for the denial or restriction. If approved, the requestor is responsible for supplying the materials for the intended recipients. Information will not be distributed through email.

This form and distribution/display materials may be submitted by email to information@ecpps.k12.nc.us or by fax to 252.335.0974.

FOR OFFICE USE ONLY: FORM RECEIVED: _____	APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>
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