



Anacortes School District 103

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<http://www.asd103.org>

DISSEMINATION OF INFORMATION OR MATERIALS FROM OUTSIDE AGENCIES POLICY 4237

**Approved materials must be distributed through the school office.
Events not sponsored by Anacortes School District must include the following disclaimer statement:**

This School and/or School District does not sponsor, endorse, or recommend any of the organizations, services or activities described in this information. This information is provided solely for the convenience of our students and parents to assist in their review of the safety and suitability of such organizations, services and activities. All School Districts shall be held harmless from any cause of action, claim or petition filed in any court or administrative tribunal arising out of the distribution of these materials including attorney's fees and judgments or awards.

- All materials must be approved by the Superintendent prior to dissemination
- The district does not make copies or provide copy materials for distribution.
- Printed disclaimer labels are available as necessary

Please attach this completed form to your proposed flyer and leave in the designated mail drop-box located in the district office lobby.

You may email your request to jtottenham@asd103.org

You will be contacted as soon as the Superintendent has reviewed your request.

Program and/or Organization: _____

Contact Person: _____ Date: _____

Email: _____ Phone: _____

- Posting Request:
- Posting to Faculty Room
 - Posting to School Bulletin Boards
 - Elementary AMS AHS
 - To be sent home with students
 - Elementary AMS AHS
 - To be distributed to teachers
 - Elementary AMS AHS
 - School newsletters PTA/Parent groups

SUPERINTENDENT APPROVAL: _____ DATE: _____

NOT APPROVED: _____ DATE: _____

- Advertising for personal gain/advantage of individual, group or organization
- Not relevant to specific district learning objectives
- Material of a religious nature distributed by an outside organization or individual representing a religious group
- Gives the appearance of endorsing and/or advocating a specific commercial or sectarian endeavor
- Other: _____