

DISTRIBUTION OF INFORMATION/MATERIALS
REQUEST FORM

Group Making Request: _____

Group Representative: (Please Print legibly) _____

(Name) _____

(Mailing Address) _____

(City, State, Zip) _____

(Email Address) _____

(Telephone Number) _____

Type of Group: Government PTO Booster Non-Profit Other _____

A copy of the information, material and/or announcement for which distribution is requested must be attached.
If non-profit, please provide bona fide documentation of non-profit status.

NOTE: All informational materials not originating from Clarke County Public Schools **MUST** contain the following disclaimer: *"These materials are neither sponsored nor endorsed by the School Board of Clarke County, the Superintendent, or this school."* Please see KF - CCPS - R(c)(3) for additional information

Requested method(s) of distribution:

- 1) Anytime Backpack Distribution (for CCPS, Government and PTOs only)
- 2) Backpack Distribution (Refer to KF - CCPS - R for eligibility, KF - CCPS - R2 for timeline of when materials are to be received and distributed, and KF - CCPS - R3 for counts).
Please check which distribution period requested:
- 1st Distribution
- 3rd Distribution
- 2nd Distribution
- 4th Distribution
- 3) Community Table / Public Area
- 4) To Staff (please check appropriate buildings)
 - CCHS/F&M
 - JWMS
 - Cooley
 - Boyce
 - Primary
 - SBO/Amex
 - Other _____

(specify)

The submitted information/material is hereby requested to be distributed by Clarke County Public Schools. The undersigned hereby certifies that he/she has read, fully understands, and agrees to abide by the School Board Policy and Regulations for the Distribution of Information/Materials.

Signature of Representative _____
Date _____

DO NOT WRITE BELOW THIS LINE - FOR SCHOOL DIVISION USE ONLY

Recommended Not Recommended
Signature of Principal _____
Date _____

Method

1) APPROVED _____

2) APPROVED _____

3) APPROVED _____

4) APPROVED _____

DISAPPROVED _____

DISAPPROVED _____

DISAPPROVED _____

DISAPPROVED _____

NOTE: Approval of subsequent materials related to this specific distribution is not required provided that, as appropriate, these materials have the approved disclaimer noted.