**Request to Distribute Materials or**

**Advertise to Rockingham County Schools Students**

Rockingham County Schools strives to provide a learning environment free from disruption. It is our goal to send home and/or make available to students and parents only that information which has been approved for display or distribution in accordance with Policy 5210: Distribution and Display of Non-School Material and Policy 5240: Advertising in the Schools.

Any person or organization wishing to distribute or display material on school property must submit a copy of the material to the Assistant Superintendent of Instructional Support Services for approval fourteen (14) days in advance of desired distribution. The following request form must be completed and attached. If approved, the requesting party agrees to collate, prepare and bundle all materials as requested, and to deliver them to the Central Office for distribution.

**PLEASE NOTE:**

**MATERIALS MUST BE SEPARATED INTO PACKETS OF 25 AND SEPARATED BY SCHOOL UNLESS NOTED OTHERWISE.**

Approval or non-approval of requests will be determined within three (3) working days, and attempts to notify the requesting party will be made at the number given on the request form.

 Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acted on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request to Distribute / Display Materials**

A. Name of person and title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number where you can be reached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Date(s) of intended distribution/display: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. School(s) where material will be distributed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Recommended grade levels to receive material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Choose one: \_\_\_\_\_\_ Posting/Display only

 \_\_\_\_\_\_ Display with copies available for voluntary pick-up

 \_\_\_\_\_\_ Distribution to every student in grade(s) and/or school(s) noted

F. Signature of person making request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach Distribution Materials for Review**

**Submit this request to the Assistant Superintendent of Instructional Support Services at least (14) days prior to intended distribution/display. - Fax Number: 336-627-6619 or email**

**Dr. Cindy Corcoran at** **ccorcoran@rock.k12.nc.us** **or Jessica Isley** **jisley@rock.k12.nc.us**

**Conditions for Approval**

**(to be completed by the Assistant Superintendent of Instructional Support Services):**

* Is the material sponsored or endorsed by one of the following? (Check which ones)
* 1. RCS
* 2. Agencies/departments within the county, state or federal government.
* 3. PTA/PTO/PTSO
* 4. Licensed daycare operating on campus
* 5. Nonprofit organized youth sports leagues
* Are the materials from an organization not listed above?
If so, do the activities or events primarily concern one of the following topics?
* Educational services directly related to the school system’s instructional program, such as test preparation courses and enrichments courses
* Student health, safety or welfare
* Community sports or cultural activities (nonprofit)
* Licensed day care
* Faith-based information
* Other external related student organizations with community and educational purpose
* Are all administrative guidelines met?
* A sample was provided to the Assistant Superintendent of ISS.
* The responsible party agreed to prepare, collate and bundle materials as appropriate.
* Materials will be delivered to the Central Office at least 5 working days prior to the date of intended distribution.
* Is the information compliant with Policy 5210: Distribution and Display of Non-School Material and Policy 5240: Advertising in the Schools?

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| * APPROVED
 | * DIRECT DISTRIBUTION
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| --- | --- |
|  |  |
| * NON-APPROVEDwith explanation attached
 | * DISPLAY (Copies)
 |
|  | * ANNOUNCEMENT BOARD(Posting)
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Superintendent / Designee