



Distribution Request Form

1215 West Lewis Street, Pasco, WA 99301-5472 |
 (509) 546-2686 • PublicAffairs@psd1.org

Criteria:

- Must be a nonprofit 501(c)(3) organization or government agency to be able to distribute information.
- All material must be in both English and Spanish. The district will not translate material or make copies.
- All material must state **“This activity is not sponsored or endorsed by Pasco School District - Esta actividad no está patrocinada ni respaldada por el Distrito Escolar de Pasco.”**
- All material must be submitted at least 10 days prior to date of distribution.
- A copy of the material(s) to be distributed must be attached.
- All material must be approved by the Public Affairs Office prior to distribution.

All of the above criteria must be met for approval to be granted.

Organization: _____ Date: _____ Email: _____

Representative: _____ Phone: _____ Fax: _____

Address: _____

Requested Distribution Date: _____

Please check one or more of the following:

- Material will be bundled in **packets of 32** for classroom distribution to individual students.
- Materials will be in one packet for distribution from a central location in the school.
- Material will be posted in one or more locations in the school.

Please check which school(s) will be receiving material:

Elementary Schools

	Packets		Packets
<input type="checkbox"/> Angelou	36	<input type="checkbox"/> Livingston	29
<input type="checkbox"/> Capt. Gray	36	<input type="checkbox"/> Longfellow	22
<input type="checkbox"/> Chess	27	<input type="checkbox"/> Markham	19
<input type="checkbox"/> Curie	37	<input type="checkbox"/> McClintock	35
<input type="checkbox"/> Columbia River	22	<input type="checkbox"/> McGee	27
<input type="checkbox"/> Emerson	29	<input type="checkbox"/> Robinson	36
<input type="checkbox"/> Franklin	37	<input type="checkbox"/> Three Rivers	28
<input type="checkbox"/> Frost	24	<input type="checkbox"/> Twain	31

High Schools*

*High schools do not distribute individually to students

<input type="checkbox"/> Whittier	27
Middle Schools	
<input type="checkbox"/> McLoughlin	69
<input type="checkbox"/> Ochoa	33
<input type="checkbox"/> Reynolds	45
<input type="checkbox"/> Stevens	56

- Chiawana High
- New Horizons
- Pasco High
- Delta

Limitations (if any)

- Grade: _____
- Ages: _____
- Other: _____

In-school distribution of materials is strictly limited to written information from non-profit and government agencies announcing youth programs that have social, recreational, or educational value to students and are consistent with district goals and objectives, as determined by the district.

The following materials are prohibited: Advertisements or promotions of products or events relating to or involving alcohol, tobacco, illegal drugs, or drug paraphernalia; language or promotion of activities which demean any race, sex, ethnicity or social group; promotion of any activity which is inconsistent with the mission of the district; materials which are libelous, obscene, profane, or otherwise unsuitable to be viewed by students in the school setting; materials which cause, or promote an activity which may reasonably cause social or educational disruptions.

For official use only

- Request Approved Comments: _____
- Request Denied

 Public Affairs Director (form must be signed to be processed)

 Date