

Return completed form to:
Philip S. Stevenson, Superintendent
Centerville-Abington Community Schools
115 West South Street
Centerville, IN 47330
Phone: 765-855-3475 Fax: 765-855-2524
Email: pstevenson@centerville.k12.in.us

CENTERVILLE-ABINGTON COMMUNITY SCHOOLS REQUEST FOR APPROVAL TO DISTRIBUTE INFORMATION FROM NON PROFIT GROUP/ORGANIZATION

Because we value our teacher's time in the classroom, Centerville-Abington Community Schools have developed procedures to reduce classroom interruptions. Centerville-Abington Community Schools will approve materials from non-profit groups provided the following criteria are met:

- Only materials from non profit organizations will be accepted that have social, recreational or educational value to students
- Organizations must conduct business within the boundaries of the Centerville-Abington Community Schools
- The materials must not be political in nature
- The materials may not be used to recruit or convert to a faith, institution or cause
- Materials cannot advertise or sell a product
- Materials must be submitted for approval two weeks in advance of distribution
- Materials cannot be materially disruptive to the school, pervasively vulgar or harmful to students
- Materials must comply with school district policies and state/government laws and regulations
- Materials must support district goals, e.g.:
 - ◊ Benefit the goal of increased academic achievement for our students
 - ◊ Enhance educational programs of the district
 - ◊ Encourage youth character building activities and interests
 - ◊ Provide staff development opportunities for teachers

Group/Organization: _____

Name of Representative: _____

Business Phone: () _____ Fax: () _____ Email _____

Information to be distributed:

Flyer
Poster

****Materials are not sent home with Junior High and High School students but will be made available for voluntary pick up in the school office or other designated area***

Non-Profit wishes to distribute to:

RHE School Grades Pre-School-2 (Enrollment 447)
CAE School Grades 3-6 (Enrollment 530)
*Junior High School (Enrollment 276)
*High School (Enrollment 470)

Upon Approval, Group/Organization must:

1. **Hand deliver materials to each school(s).**
Note: Distribution of materials in schools is at the first discretion of the school principal or designee
2. Attach one copy of this distribution form with each school's material.
3. Submit materials **AFTER** the first two weeks of school and **UP TO** the last two weeks of the school year.
4. Separate materials into groups of 25 to expedite handling at the elementary schools.

I have read and agree with the procedures above and indicate acceptance by my signature below:

Signature: _____ Date: _____

The latest non-profit distribution forms can be found at:
<http://www.centerville.k12.in.us/pdf/Request%20for%20approval%20to%20distribute%20Updated%207.22.09.pdf>

School District Approval: Yes No Date:
Superintendent/Assistant Superintendent Signature: