

**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 487)
- CAE School Grades 3-6 (Enrollment 566)
- \*Junior High School (Enrollment 272)
- \*High School (Enrollment 503)

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>

<b>School District Approval: Yes</b>	<b>No</b>	<b>Date:</b>
<b>Superintendent/Assistant Superintendent Signature:</b>		