

# RIPON AREA SCHOOL DISTRICT

## *Distribution to Students Request Application*

Please complete the form if you wish to distribute material to students for non-school sponsored activities. Return the form with an exact copy of material. If approved for distribution, handout materials are to be duplicated, provided in pre-counted classroom/homeroom packets, and delivered to the schools by the outside agency. The student counts by school are available from the District Office. Please return form and exact copy of material to be distributed to: schmittk@ripon.k12.wi.us

<b>Name of Applicant:</b>	<b>Company (if applicable):</b>
<b>Address:</b>	<b>Phone:</b>
<b>Date of Desired Distribution:</b>	<b>Email:</b>
<b>Grade Level(s):</b>	
<b>Barlow Park Elementary</b> <input type="checkbox"/> Pre-school <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2	<b>Ripon Middle School</b> <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 8
<b>Murray Park/Quest</b> <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 5	<b>Ripon High School</b> <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12
<i>If more than one school is selected above please return the form to the District Office for approval. If only one school is selected please return the form to that school's office for approval.</i>	
<b>Is there a charge for the event?</b>	<b>Desired method of involvement (check all that apply):</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please add the required district specific language before submitting for approval	<input type="checkbox"/> Community Flyers Page on RASD Website <input type="checkbox"/> Teacher Handout <input type="checkbox"/> School Office Pick-up <input type="checkbox"/> Bulletin Board Posting

### Administrator Decision

- Request Approved
- Request Denied (reason[s] for denial): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal/Superintendent

\_\_\_\_\_  
Date

The Board of Education, or its designee, may authorize the approval of access to students for fundraising, advertising, or promotional efforts:

1. of school sponsored club activities which have been approved in advance by the building principal, or
2. that have direct benefits to the students and/or educational program (not for primary purpose of supporting the financial or commercial gain of an individual or organization), and
3. where there is not more than incidental or courtesy recognition of a specific brand, vendor, or organization, and
4. which deal with any political issues only serving to inform or demonstrate the workings of the democratic process in an evenhanded and nonpartisan manner, and
5. that do not reduce the instructional program or the time and resources required of certificated or classified district employees, including but not limited to Summer School, and
6. that are preceded by completion of an application form by the sponsoring individual or organization. The Board of Education, or its administrative designee, reserves the right to determine the specific form of dissemination (posting, central location, pick-up, daily announcement, or teacher handout), which will be used for approved activities.

Any request that fails to fully meet one or more of the criteria identified above as 2, 3, 4, 5, or 6 may be subject to disapproval.