

Kettering City School District **Request by Outside Organizations to** **Purchase Mailing Labels/Database**

GUIDELINES

- Mailing Labels may be purchased at a cost of \$24/each set + .25 per sheet of labels.
- Mailing databases may be purchased at a cost of \$30/each.
- Outside organization is responsible for providing district with a copy of the letter/flier/publication that is to be mailed.
- Requests to purchase mailing labels/databases will be considered only for groups/organizations wishing to provide information regarding events and activities that are age- and mission-appropriate to students in the Kettering City Schools.
- Requests to purchase mailing labels/databases will be considered only for non-profit groups/organizations. *

REQUEST TO PURCHASE MAILING LABELS/DATABASE

Organization _____ 501(c)3 Number _____

Organization Contact Name _____

Telephone Number _____ Email Address _____

** Requests to distribute materials by a group or organization that does not have a 501(C)3 designation will be considered on a case-by-case basis, provided the material pertains to a program or activity that is of benefit and/or interest to students and is not an advertisement of goods or services.*