

Kettering City School District
Distribution of Materials by Outside Organizations

GUIDELINES

- ⇒ Requests to share materials to students will be accepted only from non-profit groups or organizations. A 501(C) 3 designation must be provided on the request form. *
- ⇒ Requests to share materials to students will be considered only for those students in Preschool through Grade 5.
- ⇒ Information, events, activities, etc. included in the materials must be of interest and/or benefit to children in Preschool through Grade 5. **
- ⇒ Requests to share materials will be considered only for groups/organizations that are located in the Kettering/Dayton area.

Print out and complete form and email to: donna.potter@ketteringschools.org

If request is approved, a signed and dated copy of the form will be emailed to the distributor. An electronic copy of the materials should then be emailed to donna.potter@ketteringschools.org

REQUEST TO SHARE MATERIALS FORM

Organization _____

501(C)3 Number _____ Type of Material _____

To be distributed in: ___ All Elementary Schools ___ Only as Specified

Names of Specific Schools _____

Name/Telephone # and Email Address of Distributor _____

The above individual has the approval of the Superintendent to distribute materials to students through the schools.

Date

Superintendent or Designee

- * *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 the program or activity does not carry a charge and/or the material to be distributed does not advertise a charge.*
- ** *Requests to purchase mailing labels will be considered on a case-by-case basis for students in Preschool through Grade 12, provided the material to be mailed complies with the above guidelines.*

Kettering Board of Education Policy 6.16 – Distribution of Sales and Advertising Matter:

Principals or teachers shall not give or permit to be given notices of shows, lectures or exhibitions, or allow such in or about the school premises unless it is for the benefit of the school of the children in the school, in which case the consent of the superintendent of schools shall be necessary, provided, however, that all net proceeds of the money obtained shall be used for the benefit of the school giving the entertainment. They shall not be permitted to allow any portion of their time to be occupied by agents, exhibition persons or salespersons during schools hours; and they shall not allow subscriptions or contributions to be taken up in any school for any purpose, or the circulation of petitions promoting any cause, except upon approval of the superintendent of schools. They shall not give any individual, firm or corporation a list of students' or parents' names or addresses without approval of the superintendent. The taking of individual pictures of students shall not be permitted in the schools for commercial purposes, except when the school benefits financially in the undertaking.