505 - Guideline for Distribution of Materials on School District Property By Non-School Persons

Agencies or organizations requesting distribution of flyers and other publications to students and their families via schools of Albert Lea Area Schools must have permission for distribution from either the school Principal (for single-school distribution), or from the Executive Director of Academics and Accountability (on behalf of the Superintendent of Schools) for multiple-school distribution.

Material Distribution Request Procedure

To receive approval for distribution to schools, the requesting agency or organization must complete the attached Materials Distribution Request form and submit it, with a sample of the flyer or publication to be distributed, to the school Principal for single-school distribution, or the Executive Director of Academics and Accountability for multiple-school distribution.

If approved, the distributing agency/organization will be responsible for printing/copying, bundling, and drop-off of the publication to schools. When delivered to schools, the publications must include a copy of the approval form.

The material/flyer must also include the following disclaimer in at least 10-point type size on the first page:

"Albert Lea Area Schools is not sponsoring, endorsing, or recommending the activities announced in this flyer."

Requests submitted without this disclaimer appearing on their material/flyer will be automatically denied.

Organizations will be notified of a decision within 10 business days of Albert Lea Area Schools receiving the request for distribution.

GUIDELINES FOR APPROVAL

Albert Lea Area Schools will consider approval of distribution request based on the following criteria:

- Materials must support the district curriculum or the academic goals of Albert Lea Area Schools.
- The requesting organization must be a non-profit organization.
- The requesting organization must offer free, or affordable, activities and/or services so that students and families may not be excluded from the activity or event.
- Materials/flyers must be non-partisan in nature.
- Materials/flyers must contain information stating who the sponsor is and include contact information as a resource to parents.
    - ****Materials/flyers must clearly state program costs and indicate the availability of scholarships and/or sliding fees.**

Albert Lea Area Schools will NOT approve distribution request if the materials:

- are likely to cause disruption to the school or schools;
- interfere with the school's or school district's educational objectives;
- are obscene or libelous;
- relate to a product or service not permitted by law to minors;
- advocate violence or other illegal activity; or
- advocate violation of district policy and/or school regulations.

To submit a request to have your materials reviewed, complete and submit the Request Form below.

ALBERT LEA AREA SCHOOLS
211 West Richway Drive
Albert Lea, MN 56007
Phone: 507-379-4800 Fax: 507-379-4898
norma.guerra.ortiz@alschools.org

Materials Distribution Request Form

Date	
Name of Organization Making Request	
Organization Type	
Name of Requestor	
Address	
Phone Number	
Fax # (if applicable)	
email address	
Site(s) requested to distribute materials	☐ All Elementary ☐ Middle School ☐ High School ☐ ALC ☐ Early Learning
Preferred Date of Distribution *Please note that the approval process takes up to 10 business days from date of receipt*	
Method of Distribution	
Flyer Must Include Disclaimer (minimum 10 pt font)	**"Albert Lea Area Schools is not sponsoring, endorsing or recommending the activities announced in this flyer."**
Flyer attached	☐ Yes ☐ No

Approved:_____ **Date:** _____

for office use only