

**West Carroll Special School District
Advertising and Distribution of Materials Request Form**

Any group wishing to place any advertising or distribution of materials inside any of the West Carroll School Buildings must complete this form and have it approved before any advertising and materials distributions are allowed. Once permission is granted, the requesting group must place items on the designated table. At no time will principals or teachers be requested to encourage, promote or pass out items on the designated table.

Group Requesting Permission: _____

Group Representative: _____

Representative Contact #: _____

Description of item to be placed: _____

(Attach a sample if feasible.)

Grade level to receive items: _____

Permission granted by: _____

Title of person granting permission: _____

Date of approval: _____

Designated length of time for placement:

Start Date: _____ End Date: _____

The group representative must remove all items from the table by the end date listed above.

Group representative signature: _____

Date signed: _____

District Representative signature: _____

Date signed: _____