



Woodland Joint Unified School District
Superintendent's Office
435 Sixth Street, Woodland, CA 95695
(530) 406-3203

PROCEDURES FOR DISTRIBUTING MATERIALS AT SCHOOL SITES

Organizations requesting that materials be distributed to the students and/or staff members at WJUSD schools must have the approval of the District Superintendent or his/her designee. To obtain approval, the attached application form must be completed and submitted with a copy of the material in English and Spanish. Organizations are limited to no more than four (4) per school year. To distribute materials, an organization must fall under one of the following categories:

- a) School affiliated community groups, i.e. PTA, SSC, ELAC, etc.
- b) Non-profit organizations that serve students, i.e. Boy Scouts, Girl Scouts, Little League, etc.
- c) Public agency programs which serve students, i.e. City of Woodland Parks & Recreation Department, Public Library, etc.

IMPORTANT NOTES:

- ✓ No materials will be distributed at the school sites during the first two weeks of student attendance.
- ✓ The first day that distributions are approved and allowed is **Wednesday, September 4, 2019**.
- ✓ No materials will be distributed at the school sites during the last two weeks of student attendance. The deadline to submit applications to distribute materials this school year is **Wednesday, May 20, 2020**.
- ✓ Allow 5-7 business days to process your application
- ✓ If the material indicates use of any school facility, including athletic fields, a completed and approved "Request for Use of School Facilities" must be on file with the requested school site and our Maintenance, Operations, & Facilities Department prior to material approval (*contact the school site to initiate the process*)
- ✓ Distribution/Posting is to take place during the school year noted on the application form
- ✓ No materials will be accepted for distribution that are not properly assembled in packets
- ✓ Schools will not distribute materials that are to be returned to the school site

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- Materials must include:
 - Date, time, location, description of event, and a telephone number where additional information can be obtained
 - District disclaimer:
 - English: *This information is being distributed as a community courtesy. The Woodland Joint Unified School District is not a legal sponsor or endorser of this activity.*
 - Spanish: *Esta información es distribuida como una cortesía a la comunidad. El Distrito Escolar Unificado de Woodland no es un patrocinador legal o endosante de esta actividad.*
 - If your application is approved, you will receive an approval confirmation via email that includes the following information:
 - a) A copy of the application submitted with the Superintendent's approval confirmation (*please include a copy with each school packet*)
 - b) A copy of these procedures
 - c) A "Packet Distribution Count" needed to organize your materials
 - d) A listing of addresses for WJUSD school sites
 - After you receive your approval confirmation, prepare your materials as follows:
 - a) Assemble your materials into class packets for each school, as noted on the "Packet Distribution Count" (packets of 15, 25, or 35), banding each packet with a rubber band or paper clip [*for example, if one school has 18 classrooms of 35 students each, in grades K-6, you would print 630 flyers total, double-sided, with the English flyer on one side, and the Spanish flyer on the other side, and make 18 packets of flyers, with 35 flyers in each packet*]
 - b) Agencies are responsible for delivering assembled materials to the school sites

Submit your completed application to Executive Assistant Maribeth Villalobos via email at: Maribeth.Villalobos@wjusd.org. Questions? Contact Ms. Villalobos at (530) 406-3203.



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2019-2020 APPLICATION TO DISTRIBUTE MATERIALS AT WJUSD SCHOOL SITES

Date:
Name of Organization:
Name of Individual to Contact:
Address:
Telephone Number:
E-Mail Address:
Description of Material:

Request for (check one):

- DISTRIBUTION = Hard copy material provided for each student/parent and/or staff member
- POSTING = the material is posted in posting areas at the school

Distribution/Posting Requested At:

- Elementary School Sites (K-6)
- Middle School Sites (7-8)
- High School Sites (9-12)
- All Sites

Information Intended For:

- Staff Members
- Student/Parents
- All

WJUSD STAFF USE ONLY:

- APPROVED DISAPPROVED

Flyer # ____/School Year: **2019-2020**

Use of School Facilities Confirmed: Yes No N/A

Signature of Superintendent or Designee

Date

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