



**Worthington School District
Request to Send Non-School Materials Home With Students**

OVERVIEW

The Worthington School District is pleased to work with local organizations to send materials home with students, providing the purpose of the organization complements the educational mission of Worthington Schools. Material may be distributed to each elementary student (approximately 6,000).

To ensure the appropriateness of the material, the district may request:

- Material be edited;
- Inclusion of a disclaimer ensuring recipients do not expect the district to endorse the information

Materials will not be distributed home with students after Memorial Day of each school year.

PROCESS

Please complete the form below and submit, along with a sample of the materials to be distributed, at least three weeks prior to the distribution date.

APPROVAL

Status of approval will be available within seven days of request.

DISTRIBUTION PROCESS

Material must be bundled in groups of 30, labeled and boxed separately by school, and delivered to the Worthington Education Center at least 10 days prior to the distribution date. Materials are usually sent home with students on Fridays.

Organization name: _____

Contact person name: _____ Telephone number: _____

1) Is the organization considered not-for-profit? YES NO (If yes, please provide official proof of not-for-profit status)

2) Is the organization located within Worthington School District boundaries? YES NO (If yes, please complete):

Address: _____ City: _____ State: _____ Zip: _____

3) Is there a fee associated with the events, products, services, or activities being promoted? YES NO

4) Events, products, services, or activities being promoted must benefit students educationally or offer a physical fitness/health benefit. Please explain how this criteria is being met: _____

**After completing this form, you may fax it, along with other required materials to Information Services 614.883.3010.
 You also may mail or bring your application and other required materials in person to:**

**Worthington School District
 Information Services Department
 200 E. Wilson Bridge Rd.
 Worthington, OH 43085**

Office Use Date Request Rec'd _____ Date Materials Rec'd _____ Request Approved Y N Initials _____
 Only: Date Posted to Intranet _____ Date Materials Distributed to Schools _____