

In addition to the instructions below, you may fill-in the Adobe Acrobat PDF request form and while in Adobe Acrobat, save it, and return it as an email attachment. With it, you can also send an electronic version of the material you wish to distribute. The electronic version of the material you wish to distribute must be in one of the following formats: Word or PDF. Send to Kerry.Hommes@ahschools.us. Contact us if this is a problem for you. Otherwise you may print the application page, fill it in, and submit it with a copy of your printed material. **If you have questions you may call 763-506-1260**

## INFORMATION FOR ORGANIZATIONS REQUESTING TO DISTRIBUTE MATERIALS

### **I. Application Process**

A. A completed Application to Distribute Materials form and a copy of the materials intended for distribution must be submitted to the Community Education office at 2727 N. Ferry Street, Anoka, MN 55303, at least ten days prior to the intended distribution date.

B. It is advised you do not print large quantities prior to District approval.

### **II. Materials Guidelines**

A. Materials intended for distribution should include the following:

1. Name of the individual or organization sponsoring the activity.
2. Contact name and phone number.
3. Description of the activity, product or service.
4. Fees or charges that apply.
5. Date, time and location of event or activities.
6. Intended audience.

B. All items to be distributed must include the following disclaimer statement:

**This event, class, activity or matter is not sponsored or endorsed by Anoka-Hennepin School District #11 and this material is not printed at District expense.**

C. Additional background information about the organization may be requested at the time of application. This information may be necessary to render a final decision.

### **III. Approval Process**

A. The administration will review the application and render a decision within two business days of receipt of the request.

B. The contact identified on the Application to Distribute Materials form will be notified of the decision. If the application is approved, a stamped Permit to Distribute Materials will then be issued to the contact person.

### **IV. Distribution Process**

A. The individual or group is responsible for delivery of the materials to the school office at least one business day prior to the requested day of distribution. Materials may only be presented to school offices for distribution during the approved dates of distribution listed on the permit.

B. The permit to distribute materials must be presented at each school office.

C. Materials approved for distribution in elementary classrooms must be bundled and labeled in groups of 30.