

In addition to the instructions below, please fill out the online Google application form. If unable, a paper version can be sent to you to scan/mail return. When application is completed please send an electronic version of the material you wish to distribute to Christie.Eckstrom@ahschools.us. The material must be in PDF or WORD format. Please note: Only one flyer distribution may be approved for each activity/event per trimester. The trimesters are as follows: 8/15–11/30, 12/1–2/28, 3/1–6/1. **If you have questions, you may call 763–506–1260.**

INFORMATION FOR ORGANIZATIONS REQUESTING TO DISTRIBUTE MATERIALS

I. Application Process

All distribution requests must be submitted by 5/25 of the current school year. That last day to drop off materials for distribution is 6/1 of the current school year. We will accept applications for distribution and permits on 8/15 for the following school year.

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 in the event changes need to be made.

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 five 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 and should not be stapled.