

Superintendent File: KHC-E

DISTRIBUTION OF NON-DISTRICT MATERIALS

SAMPLE LETTER

[DATE]

Dear _____:

This letter acknowledges that you have complied with the Douglas County School District RE-1 flier distribution approval process and have permission to contact our schools regarding your “_____.”

Although I am providing initial approval for this request, this letter does not indicate that schools must allow you to distribute your materials. The principal and/or secretary will always have final authority in the decision.

You must present this letter along with your materials to the principal and/or secretary at each school to determine:

1. If your material will be appropriate to distribute in that particular school.
2. What the appropriate distribution method will be

School staff members are not responsible for counting out your materials. Please be sure to bundle your own materials before dropping them off. We suggest you contact each targeted school for bundling figures.

To obtain school contact information, visit
<http://www.dcsdk12.org>

Sincerely,

Randy Barber
Media Relations Director
303-387-0033