

# Request to Distribute Material

Please send completed forms to Ben Miller ([bmiller@cloverpark.k12.wa.us](mailto:bmiller@cloverpark.k12.wa.us)) in the community relations department.

## Contact the Community Relations Department

**Phone: (253) 583-5040 • Fax: (253) 583-5048**

Date submitted: \_\_\_\_\_ Distribution Date: Start \_\_\_\_\_ End \_\_\_\_\_  
Materials may be posted for up to one semester.

Organization Name: \_\_\_\_\_

Organization Name on Nonprofit Document, if different: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Person making request: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_

EIN # / Nonprofit # \_\_\_\_\_ Organization website: \_\_\_\_\_

Purpose: \_\_\_\_\_

- 1) The following disclaimer **must** be included on information to be posted:

*Clover Park School District does not sponsor this event/activity/offer and assumes no responsibility for it. In consideration for the privilege to distribute these materials, Clover Park School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.*

Spanish version:

*El distrito no patrocina este evento, actividad u oferta y no asume responsabilidad alguna que pueda derivar de estos. En consideración del privilegio de distribuir estos materiales, se mantendrá indemne al Distrito Escolar Clover Park de cualquier acción judicial que se presente ante cualquier corte o tribunal administrativo con motivo de la distribución de estos materiales, incluidas todas las costas, los honorarios de abogados y las sentencias o laudos arbitrales.*

- 2) Organizations wishing to distribute information are encouraged to submit requests two weeks prior to an event, registration, etc.
- 3) Submit a copy of your non-profit status - Internal Revenue Status 501(c)(3).

- 4) Please indicate at which school(s) you would like your material posted. Ten copies of the material to be distributed must be printed and given to each selected school.

It is the responsibility of each organization making the request to print and distribute the copies. A copy of this completed form (with approval) must be presented or sent with materials to each site. An enrollment count for district schools is available upon request.

Lakewood's Promise may distribute printed copies of its *What's Up in Lakewood* publication to all district schools. This is the only organization that has been given permission for this distribution.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> All Schools       | <input type="checkbox"/> Only Elementary Schools | <input type="checkbox"/> Only District Staff |
| <input type="checkbox"/> Only JBLM Schools | <input type="checkbox"/> Only Secondary Schools  |  |

**Select individual schools** (*select individual schools if not sending to all schools*):

**Secondary Schools:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Clover Park High School     | <input type="checkbox"/> Hudtloff Middle School | <input type="checkbox"/> Mann Middle School      |
| <input type="checkbox"/> Lakes High School           | <input type="checkbox"/> Lochburn Middle School | <input type="checkbox"/> Woodbrook Middle School |
| <input type="checkbox"/> Harrison Preparatory School |   |  |

**Elementary Schools** (*select individual schools if not sending to all schools*):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Beachwood Elementary    | <input type="checkbox"/> Hillside Elementary    | <input type="checkbox"/> Oakbrook Elementary   |
| <input type="checkbox"/> Carter Lake Elementary  | <input type="checkbox"/> Idlewild Elementary    | <input type="checkbox"/> Park Lodge Elementary |
| <input type="checkbox"/> Custer Elementary*      | <input type="checkbox"/> Lake Louise Elementary | <input type="checkbox"/> Rainier Elementary    |
| <input type="checkbox"/> Dower Elementary*       | <input type="checkbox"/> Lakeview Hope Academy  | <input type="checkbox"/> Tillicum Elementary*  |
| <input type="checkbox"/> Evergreen Elementary    | <input type="checkbox"/> Meriwether Elementary  | <input type="checkbox"/> Tye Park Elementary*  |
| <input type="checkbox"/> Four Heroes Elementary* |   |  |

- Early Learning Program (ECEAP, Head Start)

\* ***Custer, Dower, Four Heroes, Tillicum and Tye Park Elementary Schools require distribution of printed materials in addition to an electronic version.***

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**FOR DISTRICT USE ONLY**

Authorization Date: \_\_\_\_\_

Approved for distribution with principal's permission: \_\_\_\_\_

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