



REQUEST FOR APPROVAL TO DISTRIBUTE NON-SCHOOL MATERIALS

Rapid City Area Schools will apply the following standards for approval of non-school materials.

Requests for distribution of non-school materials or promotion/endorsement on non-school activities are referred to the Office of Educational Services for action. Requests are not handled at the building level.

Requests meeting the following criteria may be distributed directly to students or staff:

1. The organization/sponsor is physically located within the school district or surrounding area.
2. The materials/activity are acceptable in tone, grammar, decency, and content for classroom use at the targeted age or for distribution to staff.
3. The materials/activity promotes wellness, exercise, scholarship, leadership, or other objectives normally a part of the school curriculum, are in direct relationship to school instruction, or further the mission of the district.
4. If a fee is charged or funds raised, the sponsor must be a valid non-profit organization.
5. The sponsor/organization must provide fee assistance or scholarships to needy participants and must include this information on the materials it wishes to distribute to students.

Group/Organization: Black Hills Area Council, BSA - PACK 2
 Name of Representative: Corey DAVIS Desired Date of Distribution 10/23/2020
 Business Phone: 605-342-2829 Fax: _____ Email: Corey.DAVIS@steel1.com

Information to be distributed: Paper Flyer Brochure/Pamphlet/Poster Digital E-mail Social Media
Recipients for distribution: Students Staff
Location for distribution: Elementary Schools Middle Schools High Schools
 Make Available in School Office for Interested Students to Pick-up Selected Grades: _____
 Selected Schools: Pinedale Elem. & South Canyon Elem.

Guidelines for Approval: (Written approval must be obtained for each flyer/material to be distributed.)

- A copy of the publication or material must be submitted to the Assistant Superintendent of Educational Services for approval.
- All materials must be submitted for review at least 5 school days in advance of distribution.
- All materials must contain the following disclaimer: **This is a non-school material that is neither endorsed nor necessarily reflective of the views of Rapid City Area Schools.**

Upon Approval of Distribution, Group/Organization must:

1. Separate and securely bundle materials into groups of 30 to expedite handling at the schools.
2. Package materials by school and label with school name.
3. Attach one copy of this distribution form with each school's materials.
4. Submit materials AFTER the first two weeks of school and UP TO the last two weeks of the school year.
5. **Deliver all materials to the Warehouse at 3801 Campbell Street. Materials may not be delivered directly to schools without prior approval.**

Return completed form to: Educational Services at 625 9th Street, Rapid City, SD 57701.
 Phone: (605) 394-5147 Fax: (605) 394-4062 Email: RapidCityEducationalServices@k12.sd.us

I have read and my organization will comply with the District's "Advertising and Solicitations in the Schools" Policy KI and KJ.
 Signature: [Signature] Date: 10-19-2020

School District Approval: Yes No Date: _____
 Approved to deliver directly to school(s) Yes No
 Materials Approved By: _____