



RICHARDSON INDEPENDENT SCHOOL DISTRICT
2012 – 2013 REQUEST FOR DISTRIBUTION OF NON-SCHOOL MATERIALS

1. As a convenience to our students, families, employees, and patrons, the District allows third party organizations that (I) provide services to children or (II) special services or discounts to our employees to submit flyers for distribution to campuses. No non-school flyer or other informational material may be distributed without prior written approval. RISD will approve no materials for distribution that offer activities, goods, or services related to alcohol, drugs, firearms or weapons, illegal materials or activities, activities advocating violence or lawlessness, dangerous activities, or activities not otherwise suitable for school-aged children. RISD reserves the right to reject any request for distribution that does not comply with its procedures or that advertises goods and services that compete with programs and/or services offered in RISD.
2. RISD will not approve non-school materials for distribution the first two weeks of each school semester or the last week of each semester.
3. All non-school materials must prominently display the following disclaimer: **This non-school activity/publication is not sponsored or endorsed by the Richardson Independent School District.** The text of the disclaimer must appear in underlined, bold-faced type of at least 12-point font placed at the top center of each document to be distributed.
4. The materials may be no larger than a standard 8 1/2 X 11 page and may not exceed two single pages (text may appear front and back of each page). Multi-page materials must be stapled. RISD will not collate or staple materials.
5. Persons or organizations wishing to distribute a non-school flyer or publication to District campuses must submit this completed form with an attached exact replica of the flyer or other document for which approval is sought. A separate form is needed for each separate flyer/publication. Incomplete or nonconforming requests will be returned, unprocessed. Submit requests to: **Harry Everett, Coordinating Director of Student Services**
Administration Annex, 400 S. Greenville Avenue, Richardson, TX 75081
Telephone: 469-593-0373 Facsimile: 469-593-0375
6. Decisions on requests for distribution normally will be made within 10 business days. The District makes every effort to respond to requests promptly. RISD will communicate its decision on the request via a Status Sheet. The Status Sheet serves as the requestor's approval ticket and the requestor must provide a copy of the Status Sheet to each school to which materials are to be distributed.
7. The approved materials must be bundled into stacks of 25. A requestor may deliver approved materials directly to each campus where distribution is desired or via our distribution center located at 970 Security Row. A requestor must place bundles for a campus in a box no larger than required to snugly hold the materials that are clearly labeled with the school name and the Status Sheet taped to the top. Address lists for all campuses are available on the RISD website www.risd.org or may be purchased. Materials not bundled/packaged as requested will not be distributed. Charges may apply.
8. As an alternative to distribution at school, a requestor may contact RISD's Office of Records Management at 400 S. Greenville Ave., Richardson, TX 75081, to purchase mailing lists for employees or students.
9. Contact Laura Motsenbocker, Student Services – Administration Annex, 400 S. Greenville Ave., Richardson, TX 75081, 469-593-0373 or at laura.motsenbocker@risd.org for questions or to obtain enrollment counts (charges may apply).

Name: _____ Company/Organization: _____

Daytime Telephone #: _____ Facsimile #: _____ Check here to pick up your Status Sheet

Describe Activity / Reason for flyer: _____

Method of Communication: _____ Distribute materials to campuses _____ Post / display materials at campus

Intended Audience: Students Teachers All Staff Other: _____

Grade Level: All grade levels Specific grade levels: _____

Campus: All schools All elementary schools All junior high schools All high schools

Specific school(s): _____

Other information: _____

My signature below certifies that I have read the information concerning distribution of non-school flyers and I agree to comply with RISD's procedures as a condition of approval of my request for distribution.

Signature: _____ Date Signed: _____