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**WASHINGTON
UNIFIED
SCHOOL
DISTRICT**
WEST SACRAMENTO

DISTRICT OFFICE
930 Westacre Road
West Sacramento, CA 95691

TEL (916) 375-7600
FAX (916) 375-7619

www.wusd.k12.ca.us

Contact Information

Full Name:

Organization:

Phone:

Fax:

Non Profit Number:

Email:

Flyer Information

Subject:

Date Submitted:

Target audience:

Students

Parents

Teachers

District Staff

Can the flyer be emailed?

Yes / No

Check which school you would like to distribute to:

Alyce Norman Education Center
Bridgeway Island Elementary
Elkhorn Village Elementary School
Riverbank Elementary School
River City High School

Southport Elementary School
Stonegate Elementary School
Westfield Village Elementary School
Westmore Oaks Elementary School
Yolo Education Center

Rules

- 1) Approved flyers must prominently include the following disclaimer: "This is not a program of the Washington Unified School District (WUSD) and WUSD accepts no liability or responsibility for this program."
- 2) Once approved, printed materials may not be altered unless noted below.
- 3) Requests can be denied at any time, even if your organization has been previously approved.
- 4) The requesting organization is responsible for distribution, printing, copying, bundling and delivering flyers to the school office. School/District staff is unable to do this for you.
- 5) All materials to be distributed shall bear the name and contact information of the sponsoring entity.
- 6) Flyers must be accompanied by a copy of the approved Flyer Distribution Request or they will not be distributed.
- 7) Each individual school decides how they will distribute flyers. They may want a flyer for each student or one for the front office. If this request is not followed, your organization will not be allowed to distribute flyers.

I understand and agree to the above mentioned rules for flyer distribution.

Signature:

Date:

Approved By:

Denied By:

Date:

Date: