



Canton Local School District
 600 Faircrest Street SE
 Canton OH 44707
 Phone 330-484-8010 • Fax 330-484-8032

Date Received: _____

Date Returned: _____

**DISTRIBUTION FORM
 FOR FLYERS, POSTERS AND OTHER INFORMATION**

Please attach a copy of material being requested. You will be notified when the material has been reviewed for distribution. All material must be submitted for approval **SEVEN** business days before the distribution date.

Please check your return preference:

Pick-Up _____
 Fax # _____

Call # _____
 Email _____

Name: _____
 Organization _____

Phone: _____
 Address: _____

Date to be Distributed: _____

Grade Levels: _____

Canton Local School District requires copies to be in sets of 25

All Staff All Students Boys Only Girls Only

OFFICE USE

Approved Not Approved Reply given (date/time) _____

This Material should:

<input type="checkbox"/> Include disclaimer stamp	<input type="checkbox"/> Be picked up in office
<input type="checkbox"/> Be announced	<input type="checkbox"/> Be distributed to all students
<input type="checkbox"/> Be posted in staff lounge	<input type="checkbox"/> Be posted in buildings
<input type="checkbox"/> Copies in office area	

***Give a copy of this form to each school with copies of approved materials.**

- All handouts that are approved to be distributed must be copied and sorted in groups as listed above
- All flyers must include a contact name and telephone number
- If it is required that you include a disclaimer, please have document stamped at Administration Center or use the disclaimer below:

**Canton Local Disclaimer
 No affiliation. Not paid for by
 Canton Local School District**

**The Canton Local Schools Guidelines on the Distribution of Non-School Related Materials
 can be found on the reverse side of this form**

Canton Local School District Flyer Distribution Guidelines

The Canton Local School Administration recognizes the importance of communicating events, signups, registrations, and information about youth programs and activities. Without promoting a specific group or activity, the Canton Local School District will make flyers available under the following guidelines:

- The Superintendent/Communications Assistant must approve all flyers. A decision will be made whether the flyers are age-appropriate or meet community standards of decency and propriety.
- For purposes of this policy, “non-school related materials” pertain to activities, events and subject matter that are not officially sponsored or endorsed by the Canton Local School District, and promote educational programs and activities appropriate for the children in district schools. Political materials and materials promoting “for profit” ventures will not be distributed/promoted nor will events and activities that compete with events or offerings by the Canton Local School District.
- Flyers must be submitted along with a distribution form for approval a minimum of 7 days prior to the date of the requested distribution.
- Flyers must list the name and phone number of a contact person and the Canton Local disclaimer.
- Please make electronic submissions to: sarah.hochadel@cantonlocal.org
- Upon approval, flyers must be delivered to the administration office or individual schools in the required bundles as stated on the distribution form. Any flyers that do not have prior approval are not to be distributed. The cost of printing flyers is the responsibility of the group or organization.
- Approved materials will be distributed by employees of the school district only as principal or designee will determine the appropriate time, place and manner to distribute approved materials.
- Approved non-school related materials will be posted in the common areas of a school building that are specifically designated by the building principal. The building principal or designee may restrict or prohibit the distribution of non-school related materials if the time and/or manner of distribution disrupts or interferes with school activities.
- If you have questions or concerns, please contact Sarah Hochadel at sarah.hochadel@cantonlocal.org or call 330.484.8010.