

**Wayne County Public Schools
Procedures for Distribution OR DISPLAY of Non-school Materials To Multiple Schools**

In accordance with Policy 5210, each group or individual requesting to distribute or display non-school materials to students and staff must follow procedures as outlined below. Each group or individual wishing to distribute non-school materials to students and staff in multiple schools, may be limited to one distribution per semester.

Step 1. Submit “Request to Distribute or Display Non-School Material” form and a draft of non-school material to be distributed or displayed to The Office of Student Services, located at Wayne County Public Schools Administrative Building, 2001 East Royall Avenue Goldsboro, NC 27534.

Step 2. The required disclaimer statement must appear on the copy of non-school material being submitted. The disclaimer statement must be prominently displayed and must read:

“These materials and/or any activities or event described are neither sponsored nor endorsed by the Wayne County Board of Education, its agents or employees.”

Step 3. Distribution or registration forms that require the forms be returned to the schools will not be approved.

Step 4. Notification will be sent to the requestor indicating that the request to distribute has been approved or denied and if your request is approved for individual or “passive” distribution. If approved, a copy of the school population chart will also be sent to the requestor.

Step 5. A “passive” distribution means the requestor may provide a stack of not more than 100 copies of the approved materials for each school and the flyer will be displayed in the lobby or another area of the school as determined by the principal for parents and others to pick up. Flyers cannot be distributed to each individual student.

You will need to bundle flyers for each school and label the package with the school name and to the attention of the principal. Flyers may be delivered to Central Office located at 2001 East Royall Avenue.

Step 6. Materials approved for individual distribution to students must be counted and bundled in sets of 30. Bundles must be labeled with school names. If the distribution is for staff, materials will be displayed in the staff lounge only and distribution to individual staff members will not be allowed.

Step 7. The school district may require the requestor to deliver the approved materials directly to the schools. The requestor must deliver the approved materials to the schools and must have a copy of the signed verification form to show to school personnel when delivery is made to each school. **Once materials are received in the school(s), principals, at their discretion, may or may not distribute materials.**

Note: Non-School materials include any publication, announcement or other written information that is not school-sponsored or curriculum-related.

Revised: May 20, 2009; May 11, 2010, June 7, 2010; Revised: September 7, 2012

Approved:
Denied:
Signature:
Date:

AR5012
Page 3

Wayne County Public Schools
Request to Distribute or Display Non-School Material

Submit this form and a copy of the non-school material you wish to distribute or display. Once your request has been reviewed, you will be notified as to whether your request has been approved or denied.

Non-School Material includes any publication or other written information that is not a school-sponsored or curriculum-related publication or material (WCPS Policy 5210)

Name of person submitting request: _____

Name of organization: _____

Date of Request: _____

Contact Information: Email: _____ Phone: _____

Is your organization a local, state or federal government agency or department?

Yes _____ No _____

Is your organization a certified non-profit that offers educational, recreational, cultural or character development activities or programs for school-aged children (i.e., YMCA, Boys and Girls Clubs, etc.)

Yes _____ No _____

Is your organization a Partner in Education with one or more Wayne County Public schools?

Yes _____ If so, please list school (s): _____

No _____

Will the material you wish to distribute or display directly enhance or support the school's educational programs?

Yes _____ What objective from the NC Standard Course of Study will this request support? _____

(available at <http://www.dpi.state.nc.us/curriculum>)

No _____

Is the non-school material intended for student's _____ or staff _____?

Please indicate the extent of your request to distribute or display non-school materials:

_____ a single or several school(s). List schools: _____

_____ elementary schools

_____ middle schools

_____ high schools

_____ all schools

Form must be received in Office of Information/Technology Services **two weeks** prior to requested distribution date.

On what date would you like to distribute or display the non-school material? 2/9/2016

Acknowledge by signature that you understand that the disclaimer statement as indicated on the attached Guidelines must be included on each copy of the non-school material being distributed or displayed and that all procedures in the Guidelines must be followed.

Signature: _____

Return this form and a copy of the non-school material to:

Office of Student Services
Wayne County Public Schools
2001 East Royall Avenue
Goldsboro, NC 27533

OR Submit via email to
apridgen@wcps.org