



**FLYER DISTRIBUTION PERMISSION FORM**

**ALL MATERIALS MUST BE SUBMITTED IN ENGLISH AND SPANISH**  
**THE FOLLOWING PARAGRAPH MUST BE PUBLISHED ON ALL MATERIALS:**

“West Valley School District #208 does not sponsor this event and assumes no responsibility for it. In consideration of the privilege to distribute materials, the West Valley School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney’s fees and judgments or awards.”

“El Distrito Escolar de West Valley #208 no patrocina este evento y no asume responsabilidad alguna por este. En consideración al privilegio de distribuir materiales, el Distrito Escolar de West Valley no puede asumir responsabilidad por alguna acción que lleve a corte o un tribunal administrativo que surja de la distribución de estos materiales, incluyendo costos, cuotas de abogados y juicios o premios”.

To request flyer approval, send an email with attachment of both flyers in PDF format to:  
[wvsdcommunications@wvsd208.org](mailto:wvsdcommunications@wvsd208.org)

Organization/individual named below have permission from WVSD Central Office to distribute the material listed below:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

My organization is:                      The purpose is for:  
 Non-Profit    ASB                       Recreational Value    Educational Value

Commercial Business **Please explain how your business partnership will enhance the student experience:**  
\_\_\_\_\_

Flyer/Pamphlet Title: \_\_\_\_\_

Grade Levels: \_\_\_\_\_

Central Office:                       Approved                       Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_

Notified                       Email                       Fax                       Copy                      Date: \_\_\_\_\_

**Requester: If approved, have your flyers bundled in groups of 25 in English and Spanish and present this approval form to the School Secretary when you deliver them to the schools.**