

**WEST CARROLL SPECIAL SCHOOL DISTRICT  
ADVERTISING AND DISTRIBUTION OF MATERIALS REQUEST  
FORM**

Any group wishing to place items inside any of the West Carroll Schools must complete this form and have it approved before any placements are allowed. Once permission is granted, the requesting group must place items on the designated table. At no time will principals or teachers be requested to encourage, promote or pass out items on the designated table.

GROUP REQUESTING PERMISSION: \_\_\_\_\_

GROUP REPRESENTATIVE: \_\_\_\_\_

REPRESENTATIVE CONTACT #: \_\_\_\_\_

DESCRIPTION OF ITEM TO BE  
PLACED: \_\_\_\_\_

ATTACH A SAMPLE IF FEASIBLE

GRADE LEVEL TO RECEIVE ITEMS: \_\_\_\_\_

\_\_\_\_\_

PERMISSION GRANTED BY: \_\_\_\_\_

TITLE OF PERSON GRANTING PERMISSION: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_

DESIGNATED LENGTH OF TIME FOR PLACEMENT

START DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_

THE GROUP REPRESENTATIVE MUST REMOVE ALL ITEMS FROM THE  
TABLE BY THE END DATE LISTED ABOVE.

\_\_\_\_\_

GROUP REPRESENTATIVE SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

DISTRICT REPRESENTATIVE SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

1. Have all non-school related groups complete form.
2. Contact group once the form is approved and give them the start dates and end dates for them to place items on the table
3. Have a designated table in an accessible area for students to see items and pick up if they choose to.
4. Place a sign behind the table stating "THE WEST CARROLL SPECIAL SCHOOL DISTRICT DOES NOT ENDORSE OR PROMOTE ANY ITEMS ON THIS TABLE."
5. Once the group places their items on the table, you may announce to the students that it is on the table. Do not encourage them to pick up any items on the table.
6. Follow up to make sure that each group that places items on the table sends a representative to pick up all of their items on the end date listed on the form.