



Hastings Public Schools Distribution of Materials and Information to Students

The Hastings Public Schools recognize the role of school district based and non-profit organizations that serve youth. In order to balance the interests of the schools and other youth-serving organizations:

1. All requests for distribution of materials (flyers, brochures, etc.) will be handled via a centralized system in the Community Education Department. **Individual schools, principals, school staff, etc. will not process requests.**
2. Requests from for-profit organizations will not be accepted.
3. Requests will be reviewed on the basis of the Hastings Public Schools's Board Policy 505: Distribution of non-school sponsored materials on school premises by students and employees. This document is available at www.hastings.k12.mn.us.
4. Organizations offering a program in direct conflict with District 200 school athletics or Community Education classes will not have materials approved for distribution.
5. Organizations seeking to set up a table at a Hastings Public School open house must request approval, including approval of materials to be distributed, in advance.
6. District 200 retains the right to permit access for its own programs and for those of an individual school or school group such as the Parent Teacher Organization or Student Council.

The following procedures are to be followed:

- Materials will be distributed only through the weekly Friday Folder system.
- A final copy of the material for distribution needs to be submitted to the Director of Community Education, Tilden Community Center, 310 River Street, Hastings, MN 55033 **no later than ten school days before the distribution date**. The material needs to be accompanied by the Distribution Request Sheet, available on-line at www.hastingscommunityed.com. Materials can be submitted online to mobrien@hastings.k12.mn.us, 651-480-7672 or faxed to 651-437-8081.
- Organizations are responsible for providing adequate numbers of materials for distribution, bundled according to provided instruction.
- Once approval is granted, as demonstrated by return of the signed Distribution Request Sheet, materials must be received at the Community Education office no later than noon Tuesday preceding distribution. Materials received after that time may not be forwarded to the appropriate school(s). Community Education will assume responsibility for ensuring materials are delivered to the schools.



Hastings Public Schools Request for Distribution of Materials

Name of Organization: _____

Name of Contact: _____

Address: _____

Phone: _____

Please provide your cell, work, land-line numbers as appropriate

Date you wish material distributed: _____

School(s) where materials should be distributed:

_____ **Kennedy**

_____ **McAuliffe**

_____ **Pinecrest**

_____ **Hastings High School**

_____ **Entire district**

_____ **Hastings Middle School 5th grade: an electronic copy should be sent with your request to mobrien@hastings.k12.mn.us, as well as 30 paper copies. Your information will be included in the Middle School daily announcements and online at the Hastings Middle School website. Paper copies will be available to parents and students in the office.**

Attach material for distribution. Requests will not be considered with the material.

_____ **Approved**

_____ **Disapproved**

Director of Community Education

Date