



Appendix 1 – AP 195.1

Wild Rose School Division

Application for Approval to Distribute Materials to WRSD Schools

Send completed application to **communications@wrsd.ca** or fax to 403-845-4287.

Please allow three business days for applications to be processed.

Adopted School Board Policy *Advertising and Distributing Materials in Schools by non-school Entities*, states that community, education, charitable, recreational, or similar groups may advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community postings, distributing flyers to students or being included in the school's website, where appropriate. **All materials and literature must be pre-approved by WRSD Division Office** for posting or distribution, be student-oriented and have the sponsoring organization's name prominently displayed.

Title of brochure or flyer:

Your Name: Phone#

Email contact: Fax#

Name of Organization:

This organization is a **not for profit** organization Yes No

The above organization is seeking authorization to distribute the attached materials to:

- All students (grades K-12) Elementary students only (grades K-6)
- Middle school students (grades 6-8) Junior High School (grades 7-9)
- High school students (grades 9-12) Principals and/or teachers
- Selected Schools or Grades (list below or on the reverse of this application)

*As part of the WRSD practice to reduce consumption of paper and other valuable resources, some schools send materials electronically and/or post on the web.

The distributing organization listed above acknowledges responsibility for reproducing approved flyers or brochure, making bundling paper copies in packets for the schools and delivering information to each school along with a signed copy of this approval. Flyers approved for electronic distribution should be sent electronically with a scanned/signed copy of this approval to **communications@wrsd.ca**

Signature of Organization Representative

Date

Approval Signature (WRSD Authorized Representative)

Date