

BELLINGHAM SCHOOL DISTRICT
1306 Dupont Street, Bellingham, Washington, 98225

REQUEST FROM A NONPROFIT ORGANIZATION FOR DISTRIBUTION OF INFORMATION

The Bellingham School District may distribute youth-related information about programs and services offered by local, regional, and national nonprofit organizations. Policy/Procedures 4060 outlines the process and restrictions. For information to be considered for distribution or posting, the following must be met:

- The organization submitting the request must be a nonprofit 501(c)(3) organization (provide proof of nonprofit status upon request).
The organization must include the following statement on the information being distributed: "This event/service is sponsored by, (name of organization), a registered nonprofit organization. It is not sponsored by the Bellingham School District, and the district assumes no responsibility for this service or conduct or safety during the event."
Information for students must be age-appropriate with youth-related content.
Information must be packaged for easy distribution to not cause any adverse affect on instruction or district/school operations and resources.
Information for distribution or posting is not larger than 8 1/2 x 11 inches.
Information for distribution may not promote a fundraising or religious activity for the nonprofit organization.
A copy of what is being requested for distribution or posting is attached.

The Bellingham School District will NOT distribute or post any information that does not meet the criteria and abide by the restrictions in Policy and Procedures 4060. If your organization meets the eligibility in Policy and Procedures 4060, please complete this form, attach a copy of the material, and submit it to the School Administration office in person or by mail at 1306 Dupont Street, by e-mail to Janet.Kennedy@bellingshamschools.org or by fax at 360-647-6831. For questions, contact Janet Kennedy at 360-676-6520.

Nonprofit 501(c)(3) Organization _____

Name of Document for Distribution _____

Person Requesting Distribution _____

Address _____ City/Zip _____

Daytime Phone _____ E-Mail Address _____ Fax Number _____

Preferred Date of Distribution _____

I would like to distribute the attached Information to: (District approval only.)

- All Elementary students. (Bundle list on other side.)
Middle School offices. (50 copies - maximum)
High School offices. (50 copies - maximum)
District office. (5 copies - maximum)
All staff or specify _____
Elementary students at the following school(s) or in the following grade(s):
Schools: _____
Grades: _____

I would like to post (one on the school community bulletin board) the attached information at:

- All Elementary schools.
All Middle schools.
All High schools.
District office. (5 copies - maximum)
All staff or specify _____
At the following school(s) or in the following grade(s):
Schools: _____
Grades: _____

A decision on distribution of information will be made within three working days and the contact person will be notified. The Communications & Community Relations designee is responsible for notifying school personnel of approval of distribution of information.

I understand that the organization receiving approval is responsible for bundling, labeling and packaging all information for easy distribution or posting, and for delivering directly to the school(s) at least five working days prior to the anticipated date of distribution. The organization listed above, as evidenced by my signature, an official representative, hereby agrees to hold harmless and indemnify the Bellingham School District for any liability, claims, injuries, damages, causes of action, losses, costs (including attorney's fees), suits or judgments arising out of injuries or damages related to events or services described in the attached information. I understand that approval of this request does not constitute an obligation by the Bellingham School District to distribute the attached information.

Signature: _____ Date: _____

Office Use Only
[] Approved as requested.
[] Not approved. Reason: _____
Date: _____
[] Applicant contacted [] Posted on log [] Schools notified

**Bundle Count for Distribution of Materials to Students
2011-12**

ELEMENTARY CLASS COUNT (bundles of 30 each)

School	K	1st	1st/2nd Comb.	2nd	2nd/3rd Comb.	3rd	3rd/4th Comb.	4th	4th/5th Comb.	5th	Total K-5 Classes
Alderwood	3	3		2		2		2		2	14
Carl Cozier	2	2	1	2		2		2		3	14
Columbia	2	2		2	1	1			3		11
Cordata	3	3		3		3		2		2	16
Geneva	3	3		3		3		2	1	2	17
Happy Valley	2	2	1	2		2		2		2	13
Larrabee											8
Lowell	2	2		2		2		1		2	11
Northern Heights	3	3		3		3		3		2	17
Parkview	2	2		1	1	1			3		10
Roosevelt	3	3		3		3		2	1	2	17
Silver Beach	2	3		3		2	1	2		2	15
Sunnyland	2	3		2		2		2		2	13
Wade King	3	3		3		3		3		2	17

MIDDLE SCHOOL COUNT

Fairhaven	50 to office	
Kulshan	50 to office	
Shuksan	50 to office	
Whatcom	50 to office	

HIGH SCHOOL COUNT

Bellingham	50 to office	
Sehome	50 to office	
Squalicum	50 to office	
Options	10 to office	

ALDERWOOD, 3400 Hollywood Avenue
BIRCHWOOD, ~~3200 Pinewood Avenue~~ Closed 2011-2013
CARL COZIER, 1330 Lincoln Street
COLUMBIA, 2508 Utter Street
CORDATA, 4420 Aldrich Road
GENEVA, 1401 Geneva Street
HAPPY VALLEY, 1041 24th Street
LARRABEE, 1409 18th Street
LOWELL, 935 14th Street
NORTHERN HEIGHTS, 4000 Magrath Road
PARKVIEW, 3033 Coolidge Drive
ROOSEVELT, 3900 Yew Street
SILVER BEACH, 4101 Academy Street
SUNNYLAND, 2800 James Street
WADE KING, 2155 Yew Street Road
FAIRHAVEN, 110 Park Ridge Road
KULSHAN, 1250 Kenoyer Street
SHUKSAN, 2713 Alderwood Avenue
WHATCOM, 810 Halleck Street
BELLINGHAM, 2020 Cornwall Avenue
SEHOME, 2700 Bill McDonald Parkway
SQUALICUM, 3773 E. McLeod Road
OPTIONS, 2015 Franklin Street