



Approval For Distribution of Materials to Staff Members and/or Students

Revised: 02.03.2010

According to Lincoln County R-III School District policy, an individual must have authorization through the district's Community Relations Department for placement of materials in staff mailboxes. The procedure for approval is as follows:

- 1.) A copy of the materials to be distributed must be submitted to the Community Relations Department at the Central Office. No materials, other than those attached, are authorized for placement in staff mailboxes.
- 2.) Materials will either be approved or not approved within 5 working days of their submission. Approvals are signed on Wednesday of each week.
- 3.) If approved, the Community Relations Department will send an approval form with an attached copy of the material to be distributed to each building office location. **Only clerical staff members** are to place the approved materials in staff mailboxes.
- 4.) The person requesting dissemination of the materials will make the appropriate number of copies for each of the 10 campus locations and deliver them within 5 working days or the authorization is rescinded.

This form authorizes _____ to forward the attached materials to a clerical staff member of the Lincoln County R-3 School District for purposes of placement on faculty & staff bulletin boards only and/or placement in staff mailboxes for staff ONLY and/or placement in staff mailboxes for staff and student distribution. This form must be presented at each building in which materials are desired to be placed. The form must be signed by the Superintendent of Schools or April Huddleston, Community Relations Specialist for authorization.

(Authorizing Signature)

Date request granted: _____ Date request denied: _____

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Requesting distribution at the following campus locations:

BES	CPE	C O	C S	ECEC	HPE	LES	MAINT	MSE	NGC	NHHS	TBHS	TMS	TRANS	WCE

Date of request: _____

Person making request: _____

Organization: _____

Contact Information: _____

**Lincoln County R-III School District
Student Enrollment Numbers
For Distribution Purposes**

Number of classes with approximately 30 students per class.						
School →	Boone Elementary	Cuivre Park Elementary	Hawk Point Elementary	Lincoln Elementary	Main Street Elementary	William Cappel Elementary
Grade ↓						
K	2	4	1	3	4	4
1	3	5	1	3	4	4
2	3	5	1	4	4	5
3	3	4	1	3	5	4
4	3	4	1	3	4	4
5	3	4	1	3	3	4

ECEC will require 120 Flyers
 NGC will require 20 bundles of 30.
 NHHS will require 2 bundles of 30.

TMS will require 71 bundles of 25, or 6th
 Grade 19 bundles, 7th Grade 27 bundles,
 8th Grade 25 bundles.
 TBHS will require 50 bundles of 30.

**When distributing material to schools,
we require that the material be bundled in sets.**

**District Staff Count
For Distribution Purposes**

Total:

BES	CPE	C0	CS	ECEC	HPE	LES	MAINT	MSE	NGC	NHHS	TBHS	TMS	TRANS	WCE
51	61	45	7	44	18	55	35	66	40	8	119	103	106	62

Our District requires pre-approval from the Superintendent or the Community Relations Specialist for any District or non-district related distributions. Please bring a copy of the material to be distributed to the Central Office for approval.

The Lincoln County R-III School District reserves the right to permit electronic and paper distribution of materials to District faculty, staff and students. Authorization for placement of materials, both electronic and paper should be processed through the Community Relations Department.

The District reserves the right to deny distribution requests based on, but not limited to, items that pertain to personal gain, for-profit events, non-local events, political advertisements or endorsements, or if the materials do not abide by separation of church and state. All materials are granted or denied on a case-by-case basis.

Thank you.