

In addition to the instructions below, please fill out the online Google application form. If unable, a paper version can be sent to you to scan/mail return. When application is completed please send an electronic version of the material you wish to distribute to Christie.Eckstrom@ahschools.us. The material must be in PDF or WORD format. Please note: Only one materials distribution may be approved for each organization for open house. **If you have questions, you may call 763-506-1260.**

## Information for Organizations Requesting to Distribute/Display Materials

### I. Application Process

All distribution/display requests for open house must be submitted by 8/20/24. Once submitted you will need to contact EACH school you plan to attend and get permission. If additional materials, chairs/tables are needed you must set that up at the time of getting permission. If you are distributing materials you must have a person at the building handing them out and monitoring. The school will then contact our office letting us know you have permission. The school will NOT be added to the permit unless we receive word from their office staff.

A. A completed **Application to Distribute/Display Materials** form and a copy of the materials intended for distribution must be submitted to the Community Education office at 2727 N. Ferry Street, Anoka, MN 55303, by 8/20/24.

B. It is advised you do not print large quantities prior to District approval in the event changes need to be made.

### II. Materials Guidelines

A. Materials intended for distribution/display should include the following:

1. Name of the individual or organization sponsoring the activity.
2. Contact name and phone number or scan code with this information.
3. Description of the activity, product or service.
4. Fees or charges that apply.
5. Date, time and location of event or activities.
6. Intended audience.

B. All items to be distributed must include the following disclaimer statement:

**This event, class, activity or matter is not sponsored or endorsed by Anoka-Hennepin School District #11 and this material is not printed at District expense.**

C. Additional background information about the organization may be requested at the time of application. This information may be necessary to render a final decision.

### III. Approval Process

- A. The administration will review the application and render a decision within five business days of receipt of the request. If there are changes to be made, a follow-up email or phone call will be given.
- B. The schools you contact will verify you have contacted them and they've given permission.
- C. The contact identified on the **Application to Distribute/Display Materials** form will be notified of the decision. If the application is approved, a stamped **Permit to Distribute/Display Materials** will then be issued to the contact person. These will begin to be the week before Open House.

### IV. Distribution Process

- A. The individual or group is responsible for bringing the materials for distribution/display at each school they have been granted permission. If distributing, you must have a person there.
- B. The **Permit to Distribute/Display Materials** and a copy of the approved material must be presented at each school office.