



Red Wing
Community Education & Recreation

2451 Eagle Ridge Drive, Red Wing, MN 55066 651-385-4565 www.rwps.org

Red Wing Public Schools has a procedure for distribution of outside materials to students. The purpose of the procedure is to provide a process for the distribution of materials by nonprofit groups and organizations appropriate to the school setting in a reasonable time, place and manner that neither disrupts the educational program nor interferes with the educational objectives of Red Wing School District.

Brochures and flyers from nonprofits will be distributed once a month to students at Colvill Family Center, Sunnyside Elementary, Burnside Elementary, Twin Bluff Middle School, and the Red Wing High School. I have included the distribution dates for the 2023-2024 school year.

We can only distribute a specific brochure or flyer one time. **Email distribution is not available. The school district email system is for district-related communication only.**

Your organization will need to bundle materials to be given out according to the class counts in each classroom. You can use the counts to put flyers in bundles for each school. We cannot deliver to private schools. Materials to be distributed in the schools must be bundled using **“Instructions & School Counts”** instructions.

For the Red Wing High School, brochures/flyers will be distributed once a month through placement in display racks located in the school. Note that 25 copies of each brochure/flier are sufficient for distribution at the High School.

For the flier to be distributed, you will need to complete the **“Request for Distribution of Materials”** form, provide a copy of the brochure/flier to be distributed and submit both to the office **no later than ten school days before the distribution date.** Once the material is approved, Community Education will send an email to you informing you of approval for distribution.

Once the approval is granted, materials must be received at the Community Education office **no later than noon the Monday preceding distribution.** Community Education will assume responsibilities for ensuring materials are delivered to the schools. **Materials delivered by individuals/groups directly to the schools will not be distributed.**

If you have questions or need additional information, contact Abby Plein at 651-385-4565 or amplein@rwps.org.