



Red Wing Public Schools Request for Distribution of Materials

Name of Organization: _____

Name of Contact: _____

Address: _____

Phone: _____

Email: _____

FLYER DISTRIBUTION:

Date you wish material distributed: _____

School(s) and grade (circle) where materials should be distributed:

_____ Red Wing High School – Gr. 8-12

_____ Twin Bluff School – Gr. 5-7

_____ Burnside Elementary – Gr. 2-4

_____ Sunnyside Elementary – Gr. Pre-K-1

_____ Colvill Family Center – Birth-Pre-K

Attach material for distribution. Requests will not be considered without the material. *Please Note: Each distribution must add: *"This distribution is not printed by District 256 nor is the event, information, class or activity sponsored or endorsed by District 256"*. Once your materials have been reviewed you will receive an email noting the approval or denial of your material. **Email distribution of your information is not available. The school district email system is for district-related communication only.**

LAWN SIGN:

Dates you wish the lawn sign to be placed on Red Wing School District Property:

_____ to _____.

Must not exceed two weeks.

Schools at which your sign will be placed:

_____ Red Wing High School – Gr. 8-12

_____ Twin Bluff Middle School – Gr. 5-7

_____ Burnside Elementary – Gr. 2-4

_____ Sunnyside Elementary – Gr. PK-1

_____ Colvill Family Center – Birth-PK

After approval, your organization will **place the lawn signs by the stop signs closest to the road at the schools.** **Signs that are placed in other locations will be removed.** Your organization's signs are not the responsibility of the Red Wing School District and will need to be maintained by your organization. Signs may remain on the property for up to two weeks but must not exceed 2 weeks. The Red Wing School District is not responsible for loss or damage to your signs.

If you have questions about this form or the process, please contact Red Wing Community Education & Recreation at 651-385-4565. Thank you!