



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 the distribution of materials to students in the schools. The purpose 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 does not disrupt the educational program, nor interfere 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 Red Wing High School. We have included the distribution dates for the 2025-2026 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 on the attached **“Instructions & School Counts”** form.

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

For a flyer to be distributed, you will need to complete the attached **“Request for Distribution of Materials”** form, provide a copy of the brochure/flyer to be distributed, and submit both by email to the office **no later than the approval date listed at the bottom of the “Instructions & School Counts” form.** Once the material is reviewed, Community Education will send an email to you informing you of approval or denial for distribution.

Once the approval is granted, materials must be received at the Community Education office **no later than noon, the Monday preceding distribution.** Materials received after that may not be forwarded to the appropriate school(s). Community Education will assume responsibility for ensuring materials are delivered to the schools. **Materials delivered by individuals/groups directly to the schools will not be distributed.**

If your organization would like to place a lawn sign on the Red Wing School District property, the Lawn Sign portion of the **“Request for Distribution of Materials”** form must be filled out and approved by the Red Wing Community Education office before placing your signs on the property. 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. Dates that signs are up on the property must be stated on the **“Request for Distribution of Materials”** form.

If you have questions or need additional information, please call 651-385-4565 or send an email to rwfacilities@rwps.org.

Thank you,