



**LEWISTON INDEPENDENT SCHOOL DISTRICT NO 1
APPLICATION FOR SCHOOL DISTRIBUTION
OF NON – SCHOOL INFORMATION**

DATE: _____

NAME OF ORGANIZATION: _____

PERSON REQUESTING CLEARANCE: _____

EMAIL ADDRESS: _____

PREFERRED METHOD

FAX NUMBER: _____

ORGANIZATION'S PRIMARY GOAL: _____

EXPECTED BENEFITS TO STUDENTS: _____

REQUESTED DATE OF DISTRIBUTION: _____

MUST ALLOW 5 TO 7 DAYS FOR CLEARANCE TO BE ISSUED

LIST OF SCHOOLS, GRADES and Gender TO RECEIVE INFORMATION: _____

Flyer Clearance will not be issued the first two weeks of school and the last two weeks of school.

All flyers need to come through the School District Office and receive a clearance form to be delivered to students. Please allow 5-7 working days for approval. When approved you will be sent a confirmation that your flyer is now approved. Please email or fax a copy of the flyer you are wanting to distribute along with the grades you want it distributed to, if it is not a district sponsored event it must have the attached disclaimer on it. After review you will be issued a clearance form and the number of bundles (elementary) to go to each school, the clearance form must be delivered with bundles to the schools.

Clearance Disclaimer

“The Independent School District No. 1 does not sponsor this event and the district assumes no responsibility for the event. In consideration of the privilege to distribute materials, the Independent School District No. 1 shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney’s fees, and judgments or awards.”

Fax: 208-748-3059 Email: clearanceforms@lewistonschools.net (Preferred method)