



Oswego Community Unit School District 308

ONLINE DISTRIBUTION REQUEST FORM

Revised August 3, 2009



Digital Messenger Guidelines

The following criteria will apply to all materials for posting, distribution and/or announcements:

1. Only organizations serving students residing in the Oswego Community Unit School District 308 boundaries that are non-profit or not for profit will be allowed to distribute materials. Organizations may be asked to provide a copy of their 501(c)(3) or IL-492-3456 designation. Distribution of materials for commercial organizations will not be permitted.
2. Permission for the distribution of materials to a single district building is at the discretion of the building administrator. Distributions intended for multiple district buildings must be approved through the District 308 Administrative Center. All distributions must adhere to Board Policy and Administrative Procedures.
3. Organizations must submit an Online Distribution Request Form seeking permission to post/distribute materials. The form can be accessed through the District 308 Web site. The Online Distribution Request Form should be completed and received by kliprot@oswego308.org by the 15th of the month prior to the month of distribution. **A PDF file of the proposed flier/announcement must accompany the request for online posting.**
4. All activities or information must be appropriate for students. Activities should relate to a school function, event or purpose, or relate to an agency that offers widely appealing recreational program options for students.
5. Activities should not conflict with public tax support efforts already in effect.
6. Activities should accommodate a community-wide need and must be significant for the portion of the population serviced within the boundaries of Oswego Community Unit School District 308.
7. An organization should attempt to limit its requests to one per month.
8. Materials are posted / distributed for informational purposes only. This does not imply District 308's endorsement of them.



Oswego Community Unit School District 308

ONLINE DISTRIBUTION REQUEST FORM

Revised August 3, 2009

STEP ONE: CONTACT INFORMATION

Organization: _____ Date of Request: _____

Name: _____ Email: _____

Phone: _____ Fax: _____

STEP TWO: CONSIDERATION CATEGORY: Indicate to which category your organization belongs

Category I Public School District / Not for Profit Organization
Must further the education, civic and social development of students.

➔ **Initial here to affirm that this is a not-for-profit organization holding a 501(c)(3) or an IL-492-3456 designation.**

Category II State and Federal Agency / Units of Local Government
Must promote students' health, safety & welfare or directly relate to curriculum/school activities.

STEP THREE: ONLINE DISTRIBUTION REQUEST



Digital Messenger

❖ A request to distribute information to students at a single district school is at the discretion of the principal. Requests intended for students in multiple buildings must be approved through the district. Requests are reviewed on the 15th of the month prior to the posting date. **A PDF file of the proposed flier must be emailed to kliptrot@oswego308.org along with this form.**

Flier Title: _____

Distribution Month/Year: _____

Targeted Grade Levels: _____

Limited Print Material Distribution: On an extremely limited basis, the district may approve a select number of print materials (fliers/posters) to be made available in the main offices and/or posted in District 308 school buildings as appropriate. Materials specifically approved for this type of distribution will be posted on school bulletin boards and/or placed on a table in the school office with the students being responsible for deciding whether or not to take the materials home. Approved posters will be limited to 5 at the elementary level, 10 at the junior high level and 15 at the high school level. Approved fliers (maximum of one, two-sided, 8.5" x 11" sheet of paper) will be limited to no more than 100 per school with materials being delivered to the principal of the school, with a copy of the approval form signed by the Superintendent or designee, by the first day of the approved month of distribution. It is not possible for the schools to make additional copies.

Additional Consideration: School Posting Office Fliers