



School District of West Salem
Distribution of Materials Form by Outside Agencies



District Office
 405 East Hamlin Street
 West Salem, WI 54669
 608-786-0700
 608-786-2960 - Fax

Elementary School
 475 North Mark Street
 West Salem, WI 54669
 608-786-1662
 608-786-3415 - Fax

Middle School
 450 North Mark Street
 West Salem, WI 54669
 608-786-2090
 608-786-1081 - Fax

High School
 490 North Mark Street
 West Salem, WI 54669
 608-786-1220
 608-786-1273 - Fax

Name of Organization Making Request: _____

Address: _____

Contact Person: _____ Date of Request: _____

Telephone Number: _____ FAX Number: _____

E-mail Address: _____

Deliver this form and a copy of the material to be distributed to the building(s) you are requesting information be distributed. The policy of the school district is to distribute material at the elementary level for West Salem community-sponsored family and youth activities. The middle school will announce that flyers are available in the main office and the high school will post flyers on the community bulletin board.

Distribute the materials to the following:

_____ Grade 1 _____ Grade 2 _____ Grade 3 _____ Grade 4 _____ Grade 5
 _____ Kindergarten _____ 4K _____ Middle School (50) _____ High School (50)
 _____ To post on building community bulletin board. (non-school related items will be posted here)
 _____ Other _____

NOTE: Please do not distribute materials to schools/staff until you have received an approval notice from the building principal. The sponsoring organization/individual will be responsible for delivering copies that are in bundles of 25 to the building. Class sizes range from 100-130. If you need more specific elementary numbers, please contact: frank.jane@wsalem.k12.wi.us or 608-786-1662.

This section is for school personnel only.

APPROVED _____

DISAPPROVED _____

If disapproved, reason why: _____

Procedure Approved: Poster only _____ Leaflet only _____ Poster/Leaflets _____

Announcement _____ Other: _____

Signed: _____

Date: _____