



# FLYER DISTRIBUTION GUIDELINES

Rev. 10/2016

Please follow the guidelines below when requesting permission to distribute flyers in the Mount Vernon School District. Per School Board policy #4230, distribution is **allowed only for non-profit organizations**.

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All flyers must be presented in final format for approval **before** distribution. Please include a contact name and telephone number. Deliver, mail, e-mail, or fax your proposed flyer:

Carol Ledin (cledin@mvsd320.org)  
Superintendent's Office  
Mount Vernon School District  
124 East Lawrence Street  
Mount Vernon, WA 98273  
360-428-6181 Fax: 360-428-6172

All flyers **must** include the following disclaimer:

"This event/activity is NOT sponsored by the Mount Vernon School District, and the District assumes no responsibility for the conduct or safety of the event/activity. In consideration for the privilege to distribute these materials, the Mount Vernon School District shall be held harmless from any cause of action, claim or petition filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards."

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**Please bundle** approximately 150 copies per school.

**Deliver** bundled materials to Mount Vernon School District - Administration Building, 124 E. Lawrence Street, Mount Vernon. They will be distributed to individual schools within three working days.