

# Document Distribution Request Form

McMinnville School District No. 40

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*If you would like the McMinnville School District to distribute information about your organization or event in its schools, please complete this form, attach a copy of the document you would like to distribute and return both to the school office via, fax, mail or hand delivery (see fax number and address above).*

## Your Request

Name of your organization

Title of the document you would like to distribute

Your Name:  Today's Date:

Your phone #:  Your E-Mail:

Date you would like your document distributed

School(s) where you would like your document distributed :

Elementary Schools

All (or list specific schools)

Middle Schools

Both (or list which school)

High School

MHS

## District Use Only

- Your document is approved for distribution inside building's main entrance for pick-up by students, parents, staff and others. Please deliver one copy of this form and multiple copies of your document to the secretary in each school office.
- School district and cooperating government agencies only: Your document is approved for hand delivery to students. Please give one copy of this form and multiple copies of your document to the secretary in each school office by Friday for distribution the following week.
- Document not approved for school distribution

Signature \_\_\_\_\_

Date \_\_\_\_\_