



# *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: [bpeterson@wsalem.k12.wi.us](mailto:bpeterson@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: \_\_\_\_\_