

School/Office Use Only

Date received: _____

Staff: _____

Application for Print Material Distribution

Davenport Community Schools provides the Virtual Backpack
as a conduit for educational community activities.

1. Applicant agrees to the terms outlined in the Guidelines for Print Materials and other policies and process of Davenport Community Schools material distribution process.
2. Non-profit or not-for-profit organizations must complete and submit for approval one PDF copy of proposed material(s) along with the application to, Backpack@davenportschools.org . Application should be made at least ten days prior to the desired distribution date.
3. Materials will be reviewed on the 1st and the 15th of each month. You must allow for 2 weeks to post so please plan accordingly, as all materials submitted on date of or after each review date will not be reviewed until the following date. The point person for the request will be contacted via email or phone with review clearance or denial.
4. By submitting this application, the requestor warrants the truthfulness of the information provided and by submitting this application it constitutes a legal confirmation that the organization acknowledges and agrees to the above Terms of Acceptance.

APPLICANT INFORMATION

Please complete this application and submit to Davenport Community Schools (DCS) following the below directions.

Organizations Name		Contact Name
Street Address	City	State, Zip Code
Phone	Email	
Category: Choose One <input type="checkbox"/> Youth Development (sports, learning, recreation, etc) <input type="checkbox"/> Out of School Time (no school days, camps, afterschool programing) <input type="checkbox"/> Free Program	Copies for display: <input type="checkbox"/> Yes – We would like to make 100 copies or fewer for display areas. School: _____ Grade level: _____ <input type="checkbox"/> No – We will not make display copies.	

Office Use Only

Date: _____

Approved for Distribution

Title of file: _____ POST: _____ PULL: _____

Denied for Distribution

Reason for Denial:

Guidelines for Print Material Distribution

Guidelines to be followed by any organization seeking to distribute/post materials in Davenport Community Schools:

Welcome to the Virtual Backpack! The Davenport Community School District believes the local community services are instrumental in serving the needs of our families. Although we do not mass distribute to students, we are happy to provide the Virtual Backpack as a resource for educational community activities.

- The organization requesting posting must be a **NON-PROFIT** or **NOT-FOR-PROFIT** group based in Davenport or its contiguous communities serving Davenport youth. Materials should be low to no cost for families. Posting/Distribution of materials for commercial organizations will not be permitted.
- Determination of suitability and approval are at the discretion of the Davenport Community Schools and Board Policy on distribution. Materials are posted for informational purposes only. This does not imply Davenport Community Schools endorsement of them.
- Materials will be reviewed on the 1st and the 15th of each month and may take up to 2 weeks to post. Please plan accordingly, as all materials submitted on date of or after each review date will not be reviewed until the following date. The point person for the request will be contacted via email or phone with review clearance or denial.
- All print materials submitted for review must contain the following statement in legible, bold print in a conspicuous location on the materials: *“These materials are neither endorsed nor sponsored by the Davenport Community School District, nor does the school district take any position with regards to the materials presented.”*
- No item will be allowed to be distributed to students/parents without bearing the approval and legal disclaimer.
- If the materials are more than one page in length, this statement **MUST** appear on each page.
- Print materials must be informational and educational activities. The materials should contain the organization’s NAME, ADDRESS, & PHONE NUMBER in a conspicuous location.
- 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, cultural or educational program options for students.
- Activities should accommodate a community-wide need and must be significant for the portion of the population served by the boundaries of Davenport Community Schools.
- Materials will not be posted more than two months before the event.
- Your proposed announcement should contain a contact name and phone number for persons who desire further information. If a registration form is included, clearly state where and to whom the form should be returned. The District will not participate in collecting forms or fees.
- Upon District approval, the requesting organization may provide 100 paper copies to be displayed in the literature racks located in the common areas of our buildings. The Davenport Community School District will not be able to make copies or physically deliver materials on behalf of an agency or person.
- We are not responsible for materials that get lost, damaged or deleted; nor does the district take any position with regard to the materials presented.
- The Davenport Community Schools reserves the right to further limit the number of requests for posting, to permit exceptions to the criteria noted above, to deny posting rights to individuals or organizations which have demonstrated irresponsibility and permit limited paper copy distribution to students.
- Distribution of approved materials is a process that supports the community programming of Davenport Community Schools. You may review Board policies online at www.davenportschools.org.

**Davenport Community Schools provides the Virtual Backpack
as a conduit for educational community activities.**