



Lincoln County School District

1212 NE Fogarty | Newport, OR 97365 | 541.265.4403 | www.lincoln.k12.or.us
Dr. Karen F. Gray, Superintendent

-Material Distribution Request-

Commercial advertising in District schools may be permitted by the Superintendent or designee subject to policy and procedures KI and KJ. The Superintendent may not approve advertisements if they do not directly benefit Lincoln County students. The following form must be completed for appropriate processing of advertising requests and material distribution prior to distribution in District schools. Please complete all portions of the form, including the purpose of the material and the intended audience. Please provide a sample of the material for review by the Superintendent or designee. All submissions must include the following disclaimer: "Not Sponsored by Lincoln County School District."

Date of Request:	<input type="text"/>	Your Phone #	<input type="text"/>
Your Name:	<input type="text"/>	Your Email Address:	<input type="text"/>
Organization's Name:	<input type="text"/>	Organization's Address:	<input type="text"/>

If you are advertising for an event in or on LCSD property please initial here confirming you have permission to use the facility space indicated on your flyer:

If your request is approved, all materials for distribution must be bundled and delivered to the school site. All copies must be provided by the requestor. Please check with the school secretary as to the number of bundles/copies necessary.

Please Select a Distribution Group:

- Distribute to ALL Students
- School Specific, distribute only to students:
- Distribute to ALL staff
- Post in staff lounge/lunchroom
- Post on Community Board
- Distribute Electronically

Purpose of Material/Reason for Distribution:

The form and sample material may be submitted to rhea.warren@lincoln.k12.or.us or 1212 NE Fogarty | Newport, OR 97365.

**Please Note: Requests may take up to two weeks to process during the school year, and perhaps longer during the summer.*