



FLYER DISTRIBUTION GUIDELINES

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**.

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."

"Este evento/actividad NO es patrocinado por el Distrito Escolar de Mount Vernon y el Distrito no asume ninguna responsabilidad por la conducta o seguridad del evento/actividad. En consideración al privilegio de distribuir estos materiales, se libra de responsabilidad al Distrito Escolar de Mount Vernon de cualquier causa, demanda o petición archivada en cualquier tribunal o tribunal administrativo que surja a partir de la distribución de estos materiales, incluyendo los costos, honorarios de abogado y juicios o indemnización."

Bundle materials according to school. You are responsible for making copies. The District is not able to make copies on your behalf. We recommend 50-75 per school.

Deliver approved and 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.

The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Civil Rights Compliance Coordinator, Jon Ronngren, Director/Human Resources, 124 E. Lawrence Street, Mount Vernon, WA 98273 (360)428-6110; Section 504/ADA Coordinator, Clint Carlton, Executive Director/Student Support Services, 920 S. Second Street, Mount Vernon, WA 98273, (360)428-6141.