

**SCHOOL DISTRICT OF HOLMEN**  
**1019 McHugh Road**  
**Holmen, WI 54636**  
**(608) 526-6610 Fax (608) 526-1333**  
**www.holmen.k12.wi.us**

Completed form may be e-mailed to: locsta@holmen.k12.wi.us

***DISTRIBUTION OF MATERIALS FORM***

Date: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Sponsor: \_\_\_\_\_

Who should receive these materials? \_\_\_\_\_ Students \_\_\_\_\_ Staff

_____ Evergreen Elementary (Kdg-5)*	_____ Holmen Middle School(6-8)	_____ TMT
_____ Prairie View Elementary (Kdg-5)*	_____ Holmen High School (9-12)	_____ District Office
_____ Sand Lake Elementary (Kdg-5)*	_____ Academy on the Prairie, Alternative HS Program (9-12)	
_____ Viking Elementary (EC-Kdg-5)*		

*If approved for distribution in paper format, please prepare materials in bundles of 25, and deliver directly to respective building(s).*

What type of materials will be distributed? Describe: \_\_\_\_\_

**(Please attach 1 copy of material)**

What is the purpose of the material?

\_\_\_\_\_

Of what value or service is this to the School District of Holmen's students, staff, or community?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When would you like the students/staff to receive the materials? \_\_\_\_\_

The School District of Holmen wishes to cooperate with public and private agencies that wish to disseminate information through our schools. This will be done within the context of not interrupting instructional time. The following is the procedure we follow:

- 1) Material reviewed by District Administrator/Designee.        **APPROVED**           **NOT APPROVED**
- 2) The material        will be made available online and/or        can be distributed directly to the students/staff. The student/staff is given the option to take the material or not.

If not approved, why:

\_\_\_\_\_  
\_\_\_\_\_

Signature of District Administrator/Designee and Date Approved/Denied