



**LAKE OF THE WOODS**  
*School*

PO Box 310 • 236 15<sup>th</sup> Ave. SW • Baudette, MN 56623 • 218-634-2510 • Fax: 218-634-2750

**Materials Distribution Approval Form**

Person requesting to distribute materials: \_\_\_\_\_

Date of request: \_\_\_\_\_

Organization distributing materials: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Start date of distribution: \_\_\_\_\_ End date of Distribution: \_\_\_\_\_

Method of distribution (check all that apply):

- Poster on Bulletin Board in Commons (2 copies must be provided)
- Flyers handed out to students by Teachers in classrooms (all copies must be provided)
- Posted on “Community Happenings” page of the school website
- Posted on Announcements Slideshow on Commons TVs

Grade(s) of students that material will be distributed to (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Pre-School            | <input type="checkbox"/> 6 <sup>th</sup> Grade  |
| <input type="checkbox"/> Kindergarten          | <input type="checkbox"/> 7 <sup>th</sup> Grade  |
| <input type="checkbox"/> 1 <sup>st</sup> Grade | <input type="checkbox"/> 8 <sup>th</sup> Grade  |
| <input type="checkbox"/> 2 <sup>nd</sup> Grade | <input type="checkbox"/> 9 <sup>th</sup> Grade  |
| <input type="checkbox"/> 3 <sup>rd</sup> Grade | <input type="checkbox"/> 10 <sup>th</sup> Grade |
| <input type="checkbox"/> 4 <sup>th</sup> Grade | <input type="checkbox"/> 11 <sup>th</sup> Grade |
| <input type="checkbox"/> 5 <sup>th</sup> Grade | <input type="checkbox"/> 12 <sup>th</sup> Grade |

Please submit this form and all necessary copies to Jill Olson in the District Office. The School will be in contact with approval information or questions.

Jill Olson  
jill\_o@lakeofthewoodsschool.org  
218-634-2510