

GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street Glendale, CA 91206 | Phone: (818) 241-3111 ext. 218 | Fax: (818) 548-9041

Public Information Office

APPLICATION TO DISTRIBUTE MATERIALS

IMPORTANT: Attach one (1) copy of material to be distributed. PLEASE PRINT.

Date Submitted January 13, 2011
1. Name of Organization Tai Chi Youth
Address 3822 Sunset Ave., Montrose CA 91020 Phone: 818-723-2769
2. Person completing application: Richard Del Connor Fax:
3. Tax Status: [] Profit [X] Non-Profit If non-profit, indicate organization #: 3337607
4. Is there a student fee charged? [X] Yes [] No
5. Title & purpose of material: "Tournament Tai Chi Flyers" for weekly classes

6. Distribute to: (Circle specific schools if not sending to all schools in a cluster)
[X] GLENDALE HIGH CLUSTER [] HOOVER HIGH CLUSTER [X] CRESCENTA VALLEY HIGH CLUSTER
Elementary Cerritos, Glenoaks, Mann, Marshall, Muir, Verdugo Woodlands, R.D. White Balboa, Columbus, Edison, Franklin, Jefferson, Keppel Dunsmore, Fremont, La Crescenta, Lincoln, Monte Vista*, Mountain Avenue*, Valley View
Secondary Glendale High, Wilson Middle, Roosevelt Middle Hoover High, Daily High, Toll Middle Crescenta Valley High, Clark Magnet High, Rosemont Middle
*School will send home approved flyers electronically.

7. Type of Distribution Requested: (Check all that apply)
a. Send home with students [] K [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] Child Development [] Special Ed.
[] Boys only [] Girls only [X] Both
b. Others: [X] Post in faculty lounge [X] Place in school office [X] Post on bulletin boards

8. Will the material be translated? [] Yes [X] No
(Major language groups with translation needs are Armenian, Korean and Spanish. All translated materials must include an English version. If not translated, flyers should indicate resource persons to contact for translation.)

SCHOOL DISTRIBUTION: (Failure to follow distribution procedures will prevent material from being distributed.)
A signed copy of this form will be given to the organization requesting distribution.
1. Elementary schools: A list of the number of teachers at each school is attached. Package material for classrooms in bundles as specified.
Secondary schools: Contact each school to determine the distribution procedure and the number of flyers or brochures needed.
2. Each school needs a signed copy of this form. (Applicant will need to duplicate copies for each school receiving approved materials.)
3. Deliver materials to each school site.
4. No forms or money are to be returned to schools. Materials are to include directions for parents detailing how they are to respond directly to organization, CLEARLY SPECIFYING THAT FORMS ARE NOT TO BE RETURNED TO SCHOOL.

OFFICE USE ONLY
Approved for distribution only in accordance to specifications in Item Numbers 6, 7, & 8. This permit is for 1 use only and will be void 30 days after receipt by the requestor. Proof of receipt is fax report.
[] DENIED. Reason for denial:
Elena Heimerl, Coordinator Date