

## **4610-R Solicitation and Use of District Mail Services**

Educational organizations may distribute material in or near mailboxes using the following guidelines. Campbell County School District does not propose, intend or imply by this procedure any hindrance of U.S. Postal Service deliveries or violation of any U.S. Postal Service regulations.

Prior to any distribution of material as described above, the person distributing the material must give a copy of the material to the principal/supervisor in charge.

Distribution of material must comply with Policy No. 4610 SOLICITATION AND USE OF DISTRICT MAIL SERVICE.

Material to be distributed must include the name of the sponsoring organization.

Material may be placed directly in the mailboxes.

No secretarial or clerical staff time is to be used for distribution of said material.

ADOPTION DATE: October 22, 1986; Revised July 11, 1994 (formerly 4136.1-R); Reviewed October 23, 2007; **Reviewed September 8, 2015**

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4610

ADMINISTRATIVE REGULATION: