



## Request 2 Distribute Materials SFUSD Schools and Department Sites

**Organizations or Individuals wishing to distribute materials to SFUSD schools and/or sites via the district Internal Mail System must:**

1. Have materials approved for distribution by contacting the following department:  
**Office of Public Outreach & Communications**  
 555 Franklin Street, Room 305  
 San Francisco, CA 94102  
**Email:** [newsline@sfusd.edu](mailto:newsline@sfusd.edu)  
**Telephone Number:** (415) 241-6565  
**Fax Number:** (415) 241-6036
  
2. If materials are site-specific (**to each student or faculty member, etc.**) the appropriate amount must be packaged and addressed. Enrollment and/or staffing figures are available from the office of Public Outreach & Communications. If distribution is generic, it need not be addressed.
  
3. A **handling fee** for each piece or package delivered **must be paid** before distribution can begin by **check** and/or **money order** only (**NO CASH PAYMENTS**) and made payable to: **SFUSD – DPDC**.

\_\_\_\_\_  
**Contact Person Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Agency or Company Name**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip Code**

\_\_\_\_\_  
**Fax Number**

\_\_\_\_\_  
**Email Address**

Please distribute to the following locations (indicate by check mark (√) below):

<u>Schools &amp; Sites</u>	<u>Grade Level</u>	<u>Site Count</u>
<input type="checkbox"/> Child Development Centers (CDC)	Pre-K	33
<input type="checkbox"/> Elementary Schools	K-5 <sup>th</sup>	75
<input type="checkbox"/> Middle Schools	6 <sup>th</sup> -8 <sup>th</sup>	13
<input type="checkbox"/> High Schools	9 <sup>th</sup> -12 <sup>th</sup>	19
<input type="checkbox"/> County/Community Schools/Programs	9 <sup>th</sup> -12 <sup>th</sup>	10
<input type="checkbox"/> Charter Schools	9 <sup>th</sup> -12 <sup>th</sup>	7
<input type="checkbox"/> Administrative Department Sites		18

### Department Use Only

Total Number of Pieces: \_\_\_\_\_

Distribution Costs: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Date of Distribution: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Payment Received Information

**Check Number:** \_\_\_\_\_

**Check Amount:** \$ \_\_\_\_\_

**Clerk Initial:** \_\_\_\_\_

<u>Distribution Type</u>	<u>Handling Costs</u>	<u>Distribution Type</u>	<u>Handling Costs</u>	<u>Distribution Type</u>	<u>Handling Costs</u>
Envelopes	\$0.50 each	1-5 lb. Box	\$0.75 each	10-20 lb. Box	\$2.50 each
Small Bundles	\$0.50 each	5-10 lb. Box	\$1.00 each	25 lb. Box	\$5.00 each