**REQUEST FOR APPROVAL**

INFORMATION DISTRIBUTED TO STUDENTS BY OUTSIDE GROUPS

**NAME OF ORGANIZATION:**

**PURPOSE OF DISTRIBUTION:**

**GRADES INVOLVED:**

**PERSON RESPONSIBLE:**

**ADDRESS:**

**TELEPHONE: FAX or EMAIL:**

**DATE REQUESTED FOR DISTRIBUTION:**

NOTE:

\*\*A copy of the flyer you would like to distribute **MUST** be submitted with this approval sheet.

If approval is received, you must attach a copy of the approval form to each school bundle.

All hand-outs must be counted out in groups of 25 and clipped together.

For middle school distribution, please include one (1) additional bundle.

For office use only

**APPROVED NOT APPROVED**

\_\_\_ distribute to schools/students

\_\_\_ limited distribution to front office or faculty areas only

\_\_\_ post to digital back on Parent Resources tab on district website

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SUPERINTENDENT OR SUPERINTENDENT’S DESIGNEE DATE

**PLEASE SEE THE INFORMATION ON THE EDUCATIONAL SERVICES WEBSITE REGARDING BOE POLICY 7005 THAT GOVERNS THE DISTRIBUTION OF MATERIALS TO STUDENTS IN THE TPS. Only municipal agencies and qualifying non-profit organizations (501c3 status) with an educational, cultural, or civic purpose may apply to distribute materials. No advertising or private fundraising efforts will be considered.**