

Date Flyer Request Received: \_\_\_\_\_



# Newbury Local Schools

## Office of the Superintendent

### Flyer Approval Form

A copy of the flyer and this approval form must be submitted to the Superintendent's office at least ten (10) days in advance of the desired distribution date – no flyers will be considered which have not been submitted ten (10) days prior.

Contact Name: \_\_\_\_\_ Date to be distributed: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Flyer: \_\_\_\_\_

Please describe how the flyer is (1) related to a current course of study offered by the school, (2) ties in with a district-sponsored activity, or (3) is related to an activity for students conducted by an approved outside organization:

\_\_\_\_\_

#### **Students:**

##### **Flyer to be distributed to:**

\_\_\_\_ K-5<sup>th</sup> Grade (160 total)

\_\_\_\_ 6<sup>th</sup> – 12<sup>th</sup> Grade (305 total)

#### **Staff:**

##### **Flyer to be distributed:**

Placed in staff mailboxes: \_\_\_\_ (Elementary 30, Jr./Sr. High School 21, Bus Garage 15, BOE/Central Serv 7)

Posted on bulletin boards: \_\_\_\_\_

Available for pick up in the main office: \_\_\_\_\_

The attached flyer has been :                      APPROVED \_\_\_\_\_                      NOT APPROVED\* \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\*The reason the flyer has not been approved is because it is (1) not related to a current course of study offered by the school, (2) does not tie in with a district-sponsored activity or (3) is not related to an activity for students that is conducted by an approved outside organization.

Suggestions: Flyers should include all pertinent information including: what the event/activity entails, time, location, etc of the event, and possibly a picture or clip art related to the subject matter of the flyer.