



LAMMERSVILLE
Unified School District

FLYER DISTRIBUTION AUTHORIZATION FORM

Contact Information	Material Information		
Name:	Subject:		
Organization:	Date Submitted:	Tuesday Distribution Date:	
Phone:	Distribution Requested (Select Below):		
Fax:	<input type="checkbox"/> Bethany	<input type="checkbox"/> MHHS	<input type="checkbox"/> All Grades
Email:	<input type="checkbox"/> Lammersville	<input type="checkbox"/> District Office	<input type="checkbox"/> Only Grades:
Non-Profit Number:	<input type="checkbox"/> Wicklund	Hansen	<input type="checkbox"/> Staff Only
Address:	<input type="checkbox"/> Questa		<input type="checkbox"/> Counter Display Only
	<input type="checkbox"/> Altamont		<input type="checkbox"/> Public Bulletin Board - Website

We appreciate your interest in submitting a flyer with our District. Your flyer will be approved or denied by following Governing Board Policy 1325. **Please allow 5 business days for review of your flyer. Flyers will only be distributed on Tuesdays – NO EXCEPTIONS. The public bulletin board on the district website will be updated biweekly on Tuesdays.**

- Flyers from non-profit organizations, city/county offices, government entities, community clubs, and organizations informing students and parents/guardians of cultural, educational, or recreational activities sponsored by the organization may be submitted for review and approval by the Superintendent or designee.
- The flyer must be educational in nature, supporting the basic educational mission of LUSD and/or benefiting the population of LUSD in a positive manner. Materials for distribution must NOT promote any commercial, religious, or political interest/organization.
- All flyers to be distributed shall bear the name and contact information of the sponsoring entity.
- If the function on the flyer is taking place on a school site location of LUSD, prior approval must be obtained from the school site and an approved "Civic Permit" must accompany the flyer submitted for approval.
- Once a flyer is approved, you are responsible for providing the correct number of copies to each school office, with a signed District Approval Form attached. Flyers are to be packaged in bundles of 25. School Office/Teachers will not be printing your flyers. Flyers must be provided to the school site 3 days in advance of requested distribution date.
- Once the flyer is approved, the material may NOT be altered in any way.

By signing here, I have read and accept these terms: _____

Approval Information (To be completed by District Office)		
Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Comments:
By:		
Signature:		
Date:		