

Evergreen Park Elementary School District 124
"Digital Backpack" Flyer Approval Form



Date: _____

Organization: _____

Contact Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Organization Phone Number: _____

Contact e-mail: _____

Tax Exempt Number: _____ *(please attach copy of tax exempt form)*

Flyer Information

Flyer Title: _____

Requested Posting Dates (**Limit Three Weeks**) From: _____ To: _____

School that receives the flyer:

____ District Wide

____ Northeast

____ Northwest

____ Southeast

____ Southwest

____ Central Middle School

To submit a flyer for posting:

1. Ensure that both the flyer and organization are in compliance with all criteria as noted above.
2. Download, print and complete the Flyer Approval Form found on the District 124 website.
3. **Submission deadline for Flyer Approval is five (5) business days prior to posting.**
4. Email the Approval Form, a Tax Exempt form showing your non-profit status, and an exact copy of the material to be posted to Julie Schofield at jschofield@d124.org.
5. If your material is approved for posting, Julie will contact you via email. You will be asked to email a PDF of the flyer to Julie Schofield at jschofield@d124.org. **Each flyer must be sent separately as a PDF and titled.**
6. **Submission deadline for approved flyers is the end of the school day on Tuesday of each week.**

Julie Schofield Office: 708-423-0950 ext. 2150 jschofield@d124.org