

**Chautauqua Lake Central School**  
"Charting a course for the future"  
**Flyer Distribution Request - Community**

**For flyers to be sent home with students in June, all requests must be received by June 1.**

To request distribution of a flyer or other announcement, please complete this form **NO LATER than ten (10) days** before the requested date of distribution – which is **usually a Friday** -- and submit it with a copy of the flyer to any school office. **Approved requests will be acted on by each Friday** (assuming that school is in session). In keeping with Board of Education Policy # 3272, the final decision rests with the superintendent or designee.

-- PLEASE PRINT --

Today's Date: \_\_\_\_\_

Name of sponsoring business/organization: \_\_\_\_\_

Name of contact person requesting distribution: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax number: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

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

Preferred Posting Dates:

Start: \_\_\_\_\_ End: \_\_\_\_\_

**Start date is usually a Friday:** For flyers posted in the school or on the virtual backpack web page or made available in offices. List first date of posting; flyers will be posted for no more than two months.

Preferred Distribution Date: \_\_\_\_\_

**Distribution date is usually a Friday:** For flyers sent home with school children

Requested distribution (check all that apply):

- Virtual Backpack web page:** We require a computer file in one of these formats: PDF; Microsoft Word or Publisher, JPEG or one clean hard copy to be scanned in black & white
- Display in school building:** 15 copies
- Made available in school office(s):** 15-20 copies per office (Elementary, Secondary, District)
- Sent home with students:** Paper copies to be provided by the organization making the request

**Elementary:**  All

- Pre-Kindergarten
- Kindergarten
- 1<sup>st</sup> grade
- 2<sup>nd</sup> grade
- 3<sup>rd</sup> grade
- 4<sup>th</sup> grade
- 5<sup>th</sup> grade
- 6<sup>th</sup> grade

**Secondary:**  All\*

- 7<sup>th</sup> grade
- 8<sup>th</sup> grade
- 9<sup>th</sup> grade\*
- 10<sup>th</sup> grade\*
- 11<sup>th</sup> grade\*
- 12<sup>th</sup> grade\*

\* Note: We rarely send information home with students in grades 9-12.

Explain the rationale for the request and the connection/benefit to school age children:

*The flyer should have student interests and education related outcomes as the primary focus.*

*The flyer should express an obvious connection to the advancement of the district mission and goals.*

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Flyers denied for distribution by sending home with students MAY still be posted in the school building and/or on the district's virtual backpack web page, and/or made available in the school office(s) if they are deemed to benefit the larger community.

**FOR OFFICE USE ONLY:**

Date request received: \_\_\_\_\_ Received by: \_\_\_\_\_

Distribution has been reviewed as follows:

Circle one on each line:

Date(s) distributed:

Granted    Denied	Posted on the District's virtual backpack web page We require a computer file in one of these formats: PDF; Microsoft Word or Publisher, JPEG or one clean hard copy to be scanned in black & white	
Granted    Denied	Posted in the school building: 15 copies	
Granted    Denied	Made available in school office(s): 15-20 copies per office (Elem, Sec, Dist)	
Granted    Denied	Sent home with students: Number required: _____	

Date reviewed: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date flyers received: \_\_\_\_\_

Notes: