



Required Disclaimer: This information is being distributed as a community service. New Caney Independent School District is not a sponsoring organization for this activity.

Application for Distribution of Flyers to Students

Duplication and distribution of flyers to the schools is the responsibility of the organization requesting permission to distribute. **The manner in which flyers are distributed is at the building principal's discretion.** Some principals may prefer having a limited number of flyers available in the office for students who are interested, as opposed to distributing one to every child. Please contact the building principal's secretary prior to delivering flyers to the school. A copy of this signed form must be delivered with each set of flyers you want distributed.

All of the following criteria must be met for flyers to be considered for approval/distribution:

- The flyers must be in stacks/counts of twenty-five (25) and dropped off by the organization to each campus.
- The flyers must be for an activity for students.
- **The group distributing the flyers must be identified by the Internal Revenue Service as a non-profit 501(c)(3) organization.**
- The material on the flyer(s) must be age and/or developmentally appropriate for students.
- No fundraising flyers are allowed from groups outside the school.
- The flyer(s) must not cause disruption of the operation and discipline of the school.

Please allow 5-10 school days for the processing of the flyer approvals.

Name of Contact Person _____ 501 © (3) # _____
 Organization/Title of Flyer: _____
 Date of Request _____
 Phone _____ Email _____ Fax # _____

Attach a copy of the flyer and circle all schools you wish to distribute the flyer. You may submit your request by **email to Melecio Franco mfranco@newcaneyisd.org**, or in person at 21580 Loop 494, New Caney, TX.

Please circle or highlight:

Tavola El.	Bens Branch El.	Crippen El.	Kings Manor El.	New Caney El.	Oakley El.
Porter El.	Sorters Mill El.	Valley Ranch El.	New Caney MS	Keefer Crossing MS	White Oak MS
Woodridge Forest MS	New Caney H.S.	Porter H.S.	Infinity Early College HS		

(For Office Use Only)

- Approved for distribution Approved for posting NOT approved for distribution

Department of Communications & Community Relations _____ Date _____