



Application to Distribute Flyers to Employees

Duplication and distribution of flyers to the schools is the responsibility of the organization/business requesting permission to distribute. The manner in which flyers are distributed is at the building principal's discretion. **Please contact the building principal's secretary/department supervisor's secretary prior to delivering flyers.** Some may prefer having one flyer posted in a teacher workroom/employee break room, while others may prefer several copies for teachers/staff to pick up. 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/facility.
- No fundraising flyers are allowed from groups outside the school.
- The flyer(s) must not cause disruption of the operation of the school.

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

Name of Contact Person: _____

Name of Business or Organization: _____

Name/Title of Flyer (for distribution/posting): _____

Date of Request: _____

Phone Number _____ Email _____ Fax Number _____

Attach a copy of the flyer and circle all schools/facilities/departments you wish to distribute the flyer. You may submit your request by **email to Melecio Franco, mfranco@newcanevisd.org**, or in person at the NCISD Administration Building located at 21580 Loop 494, New Caney, TX. 77357

Please circle one or more:

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	Child Nutrition	Maintenance
Police Dept.	Special Ed.	Technology	Transportation	Administration	TLC

(For Office Use Only)

Approved for distribution

NOT approved for distribution

Department of Communications & Community Relations

Date