



# CYPRESS-FAIRBANKS ISD

## FLYER DISTRIBUTION FORM – *CFISD Sponsored Groups*

Please allow 2-3 school days for the processing of flyer approvals.  
Flyer distribution is usually not available the first week and the last two weeks of school.

NAME OF ORGANIZATION SUBMITTING FLYER: \_\_\_\_\_

NAME OF CONTACT PERSON (Please Print) \_\_\_\_\_ FAX # or Email \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

SIGNATURE OF PERSON MAKING REQUEST \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

**THE FOLLOWING CRITERIA MUST BE MET BEFORE FLYERS WILL BE APPROVED:**

- ◆ The flyer must clearly indicate that this is an activity for students.
- ◆ The material on the flyer must be age and/or developmentally appropriate for students.
- ◆ No fundraising flyers may be distributed through schools if the event is intended for adults/parents.
- ◆ The flyer must not cause disruption to the operation and discipline of the school.
- ◆ **Email this completed Flyer Distribution Form and a copy of your flyer (in .pdf format) to [scott.tucker@cfisd.net](mailto:scott.tucker@cfisd.net).**

**FLYER DISTRIBUTION GUIDELINES:** The final decision concerning flyer distribution, and the manner in which the flyers are distributed (whether electronic or paper), 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 – this method is used in middle and senior high schools. Therefore, do not make copies of your flyer until approval is received and until the schools' manner of distribution is known.

- ◆ Duplication of flyers is the responsibility of the organization requesting permission to distribute.
- ◆ After receiving District approval, please contact the school **prior** to delivering the flyers to the school. A copy of this signed form and a signed copy of the flyer **must** be delivered with each set of flyers that you want distributed.

**LIST ALL SCHOOLS WHERE YOU WISH TO DISTRIBUTE THE FLYER:**

ALL SCHOOLS: \_\_\_\_\_ ALL ELEMENTARY: \_\_\_\_\_ ALL MIDDLE: \_\_\_\_\_ ALL HIGH: \_\_\_\_\_ AS LISTED BELOW: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
(For Office Use Only)

\_\_\_\_\_ Approved for distribution

\_\_\_\_\_ Not approved at this time

\_\_\_\_\_  
Scott Tucker, Director of General Administration

\_\_\_\_\_  
Date