

APPLICATION FOR COMMUNITY FLYER POSTING

For NON-PROFIT 501c3 ORGANIZATIONS

NAME OF ORGANIZATION SUBMITTING FLYER: _____

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

SIGNATURE OF PERSON MAKING REQUEST _____ DATE OF REQUEST _____ YES _____ NO _____
(IS 501(c)(3) ON FILE?)

THE FOLLOWING CRITERIA MUST BE MET FOR FLYERS TO BE APPROVED FOR POSTING:

- ◆ The flyer MUST contain the following disclaimer: **This activity is not related to or sponsored by the Cypress-Fairbanks Independent School District.**
- ◆ The material on the flyer must be age and/or developmentally appropriate for students. The flyer must clearly advertise an activity for students. *No fundraising flyers may be distributed through schools if the event is intended for adults/parents.*
- ◆ The group distributing the flyer must be identified by the Internal Revenue Service as a non-profit 501(c)(3) organization. If you do not currently have a 501(c)(3) IRS letter on file, one MUST accompany this request. (OTHER AGENCIES/ COMPANIES MAY CONTACT OUR COMMUNICATIONS DEPT FOR ADVERTISING OPTIONS)
- ◆ The flyer must not cause disruption to the operation and discipline of the school.
- ◆ **Attach a copy of the flyer to this Flyer Distribution Form and submit along with payment (checks or money orders only – made payable to CFISD) to:**

CFISD FLYER APPROVAL - 11330 Falcon Rd, Houston, TX 77064
 (or drop-off at this address during regular school district hours). You may also email your application, 501(c)(3) if not on file, and flyer (in .pdf format) to: scott.tucker@cfisd.net.
 For questions, please contact Scott Tucker at 281-517-6366.

FLYER DISTRIBUTION GUIDELINES: NON-SCHOOL RELATED FLYERS WILL NOT BE DISTRIBUTED THROUGH INDIVIDUAL SCHOOL CAMPUSES. PLEASE DO NOT CONTACT SCHOOLS.

- ◆ Requests and payment for flyer approval **must be received by the 20th of the month prior to posting date.**
- ◆ The cost for posting your flyer is \$50 per month requested below.
- ◆ Approved flyers will be posted to the Cy-Fair ISD Community Flyers webpage (<https://www.cfisd.net/Page/1716>) for the months indicated on this application, from the 1st through last day of the month.

PLEASE CIRCLE THE MONTH(S) DESIRED FOR POSTING TO THE COMMUNITY FLYERS WEBSITE. THE COST PER MONTH IS \$50.00:

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|---------|----------|-----------|---------|----------|----------|
| JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
| JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |

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(For Office Use Only)

Payment Rec'd _____

APPROVED – Scott Tucker, Director of General Administration

_____ Date

REASON FOR NON-APPROVAL (IF APPLICABLE) _____