FLYER/MATERIAL DISTRIBUTION REQUEST

Attention: Lindsey Sanders
Director of Community Relations
3911 Avenue I, Rosenberg, TX 77471
(832) 223-0328 | communications@lcisd.org

Submittal Date: (**must be at least 2-weeks prior to event**)	Date of Event:
Name of Non-Profit Organization:	
Subject of Flyer/Material:	
Distribution Information: ☐ All Elementary schools ☐ All Junior High schools – **front office only** ☐ All Middle schools ☐ All High Schools – **front office only** ☐ Specific Schools Only: _____	
Contact Person(s):	
Contact Number:	Email Address:
Physical Address:	

The disclaimer statement below MUST be printed at the BOTTOM of the flyer/material in BOLD, CAPITAL letters. The disclaimer should be in a font of 12 pt. or larger. Flyer/material will not be approved for distribution without the disclaimer.

THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY LAMAR CONSOLIDATED ISD.

Flyer/material must be submitted for approval at least **2-weeks prior to event**. Flyers **WILL NOT** be distributed during the **first two weeks or the last two weeks** of the school year. Please allow up to three (3) business days from date of submittal to receive approval from the Community Relations Department.

To meet the requirements for distribution the submitting organization must provide documentation of its official 501(c)(3) nonprofit status. Failure to provide this information will delay approval. The flyer/material (1) must be student focused and (2) cannot contain advertising logos or promotions for any business/organization other than the approved nonprofit submitting the flyer.

Requests for distribution must be e-mailed to communications@lcisd.org or submitted in person to the Community Relations Department. A copy of the actual flyer/material must accompany the request form.

Once all requirements are met, you will be notified via e-mail of approval to distribute. The e-mail will include distribution instructions.

For Lamar Consolidated ISD Use Only

Lamar CISD has reviewed the above party's request to distribute the attached flyer/printed material to Lamar CISD schools.

☐ Proper disclaimer ☐ 501(c)(3) included or on file ☐ Lamar CISD internal flyer

☐ **Accept** ☐ **Reject**

Signed by:_____ _____
Lindsey Sanders, Director Date Date Contacted with Decision