

Goose Creek Consolidated Independent School District
REQUEST FOR FLYER DISTRIBUTION APPROVAL

This form is to be completed by the group/organization requesting approval for a flyer to be posted on the District's website and distributed on one or more Goose Creek CISD campuses. Deadlines for each three week distribution period can be found on the *Flyer Approval Schedule* document on the Goose Creek CISD website (gccisd.net) for website submission.

Name of Flyer (attach copy of flyer):				
Requested Dates for Distribution:				
Name of Organization:				
Contact Person Name:	Last	First	MI	Primary Phone:
Address:	City	State	Zip	Secondary Phone:
E-mail Address:			Fax Number:	

Approval requested for distribution to the following schools*:	
<input type="checkbox"/>	All Schools: Elementary, Junior High, and Senior High Schools
<input type="checkbox"/>	All Junior and Senior High Schools
<input type="checkbox"/>	All Elementary and Junior High Schools
<input type="checkbox"/>	Senior High Schools Only
<input type="checkbox"/>	Junior High Schools Only
<input type="checkbox"/>	Elementary Schools Only
<input type="checkbox"/>	Specific Schools: Please list ALL schools where flyers are desired to be distributed: _____ _____ _____ _____

***Flyers are only distributed on Tuesdays.**

I understand that if a flyer or other material approved for distribution contains false information or does not represent the intent of the program, approval of future flyers by the requesting organization will be jeopardized. I also understand that Goose Creek CISD is not responsible for the return of any materials related to the distribution of any approved flyers.

Contact Person's Signature:	Date:
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This form must be submitted to the Office of Director of Student Support Services by the deadline specified on the *Flyer Approval Schedule* on the Goose Creek CISD website for the requested dates for publication and distribution. Flyers received after the due date will only be approved for the next three week period for website submission.

For Office Use Only		
Date Received:	Exempt Status: <input type="checkbox"/> Tax exempt document on file <input type="checkbox"/> GCCISD internal flyer	Flyer Criteria: <input type="checkbox"/> Flyer includes disclaimer statement <input type="checkbox"/> Flyer meets all other GCCISD guidelines
Distribution Date:	Exempt Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Date Notification Sent to Organization: