



**WEST CHICAGO
ELEMENTARY SCHOOLS**
Together for Excellence ★ ¡Juntos por la Excelencia!

Flyer Distribution Request Form

Name of Organization: _____

Name/Description of Flyer/Poster/Notice: _____

Contact Person: _____ Phone: _____

Email Address: _____

Distribution material is (circle one): notice flyer poster

- Distribution to students in grades _____ at _____ school(s)
- Distribution to teachers at _____ school(s)
- Posting in teacher's lounge at _____ school(s)
- Posting at _____ school(s)

Signature: _____ **Date submitted:** _____

If approved, you are responsible for delivering the materials to be distributed to each building. Information regarding the number of packets needed is listed on the *Procedures for Distribution of Flyers* sheet. We recommend that your information be translated into Spanish, which should be placed on the back of your English version.

IMPORTANT:

All materials distributed must contain the following disclaimer:

"The distribution of this material does not necessarily imply endorsement by the Board of Education of West Chicago Elementary School District 33. PLEASE RECYCLE"

"La distribucion de este material no necesariamente implica que esto este aprobado por la mesa Directiva de las escuelas Primarias del Distrito 33 de West Chicago. POR FAVOR RECICLE"

Approved by: _____
Superintendent of Schools

Date of Approval