

DISTRIBUTION OF FLYERS, POSTERS, AND BROCHURES SUBMISSION FORM

The Evansville Community School District (ECSD) recognizes that young people benefit greatly from the activities and services offered in the community. Read policy #852, Distribution of Flyers, Posters, and Brochures, guidelines online at www.ecsd.org. If your activity meets the criteria, complete the form below and submit your materials to a School Building Office or the District Administrator. All fields marked with a star (*) are required.

Is this an event/activity for school-aged children? * Yes / No

If you answer "NO", STOP. If your program does not serve school age children, it is ineligible under ECSD Policy #852, do not continue.

Name of Organization: * _____

Title of Event/Activity: * _____

Contact Person: * _____

Phone Number: * _____ - _____ - _____

Email Address: * _____

Mailing Address: * _____

Describe the purpose or subject of materials being submitted: *

Suggested Date of Posting: _____ / _____ / _____

(Please allow at least 10-15 business days for processing of your request and posting to the website.)

Remove Posting: _____ / _____ / _____

Return this form to the School Office or District Office.

Employee Received Form: _____ Date: _____

Approved: Yes / No Date: _____