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: _____________

852form 10/29/15