

BARBERS HILL SCHOOLS

FLYER DISTRIBUTION REQUEST & APPROVAL FORM

Please allow a reasonable period (at least 2 school days) for approval

The district reserves the right of final approval for the release of any flyer and may deny permission for any reason consistent with federal or state law, district policy, procedures or practices. The decision on what is considered school-related services is at the sole discretion of the district.

- **A copy of the flyer must be attached to this request in pdf format. (E-mail to sgage@bhisd.net)**
- **Review Revised Guidelines for Approval of and Access to Flyers before submission.**
- **Email completed form with flyer to SGage@bhisd.net, or print, complete, and return to Stephanie Gage at the Admin Building.**

(Please PRINT)

Organization: _____

Title of Flyer: _____

Requested by: _____ Phone # _____

Today's Date: _____ Fax # _____

____ School Sponsored ____ Educational Foundation ____ Non Profit _____ Other

____ For Distribution in Tuesday folders (***BHISD internal flyer only***)

____ For BHISD website on the BHISD Community Bulletin Board

____ Display **merchandise/products** on campus. **This requires Principal's approval at each campus selected.**

Of interest to the following:

____ Faculty/staff

____ Campuses (check)

____ K Center (Grade PK) ____ K Center Grade K) ____ Primary (Grades 1-2)

____ Elementary (Grades 3-4) ____ Intermediate (Grades 5-6) ____ Middle School (Grades 7-8)

____ High School (Grades 9-12)

For Office Use Only

Date Received:	Exempt Status: <input type="checkbox"/> Non-profit document on file <input type="checkbox"/> BHISD internal flyer	Flyer Criteria: <input type="checkbox"/> Includes disclaimer statement <input type="checkbox"/> Meets BHISD guidelines
Distribution Date(s):	<input type="checkbox"/> Approved for distribution <input type="checkbox"/> Not approved for distribution Reason _____	Date notification sent to organization:

Superintendent Designee _____ Date _____

Director of Auxiliary Services: Stephanie Gage, 281-576-2221, ext. 1260