



COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

APPROVAL FORM: Distribution of nonschool related materials

Revised 01/08/13

POSTER FLYER OTHER:

Subject of literature to be distributed:

Organization wishing to distribute literature:

This organization is: Non-Profit For-Profit Other:

Contact Person:

Email: Phone: Fax:

Suggested Date for posting or distributing:

Campus(es)/Grade Level(s) to distribute:

Comments:

Please email the completed form to Chuck Glenewinkel, CSISD Director of Communications. PHONE: (979) 764-5477 EMAIL: cglenewinkel@csisd.org

INSTRUCTIONS FOR DISTRIBUTION

Flyers

CSISD no longer sends paper flyers home with its students. The flyers that used to be sent home in student take-home folders will now be available online at www.csisd.org/eFolder.

Flyers which promote for-profit businesses will not be approved for distribution.

Procedure for Flyer Distribution

- 1. Flyers shall not be distributed without first being approved. Via email, submit this completed approval form to the CSISD director of communications along with a PDF copy of the flyer to be distributed.
2. You will be notified via email as to whether or not your flyer was approved and when your flyer will appear in the CSISD eFolder.

Posters

CSISD allows certain posters to be displayed in common areas on its campuses.

Procedure for Poster Distribution

- 1. Posters shall not be distributed without first being approved. Via email, submit this completed approval form to the CSISD director of communications along with a PDF copy of the poster to be distributed.
2. If approved, a signed copy of the approval form will be returned to you via email.
3. Take the posters you wish to display, along with a signed copy of the approval form, to each campus in which you wish to display the posters.

FOR OFFICIAL USE ONLY

APPROVED DENIED COMMENTS:

Date Returned: Initials: Fax Email Phone Call

Chuck Glenewinkel, CSISD Dir. of Communications
Atakan Berkmen, CSISD Communications Specialist

Date