SPRING INDEPENDENT SCHOOL DISTRICT
2011-2012 FLYER DISTRIBUTION APPLICATION

Disclaimer: This information is being distributed as a community service.
Spring Independent School District is not a sponsoring organization for this activity.

Duplication and distribution of flyers to schools is the responsibility of the organization requesting permission to distribute. Flyers will be sent home with elementary students in weekly folders. Flyers will not be distributed in the classroom at the middle and high school level, but will be posted. **A list of flyers approved for the following week is faxed to all schools each Friday afternoon.**

Spring ISD charges a $100 service fee to distribute and /or post flyers to students. The fee may be paid by cash or check at the Gordon M. Anderson Leadership Center, 16717 Ella Blvd. Checks should be made payable to Spring ISD and may be mailed to: Spring ISD, 16717 Ella Blvd., Houston TX 77090, Attn: Cindy Doyle.

The following guidelines must be met for flyers to be considered for approval / distribution:

- The flyers must contain the Spring ISD Disclaimer
- The flyers must be delivered to schools in stacks/counts of (25) twenty-five (Elementary only).
- The flyers must be for an activity for students.
- The material on the flyers(s) must be age and/or developmentally appropriate for students.
- The group distributing the flyers must be identified by the Internal Revenue Service as a non-profit 501(c) (3) organization. Documentation must be on file in our office verifying that you are a 501(c) (3) organization. If you are using a 501(c)(3) number from an organization that you share an affiliation with, you will need to supply a letter from that organization verifying your affiliation.
- No fundraising flyers are allowed from groups outside the school.
- Flyers should not contain advertising logos or promotions for any business/organization other than the approved non-profit submitting the flyer request.

Name of Flyer (attach copy of flyer)	
Requested Date for Distribution	
Name of Organization	501(c)(3) Number
Contact Person	Primary Phone
Address	Secondary Phone
E-mail Address	Fax Number
Please List Schools	

A copy of the flyer and a Flyer Distribution Application must be submitted to the Community Relations Office for consideration of approval. Requests may be faxed to 281.891.6006, emailed to cdoyle@springisd.org or delivered in person to 16717 Ella Blvd.

□ Approved for distribution Elementary Schools

□ Approved for posting Middle / High Schools

□ Not approved for distribution/posting

Cindy Doyle, Director, Community Relations

Date