



16717 Ella Blvd.  
Houston, Texas 77090  
281-891-6013  
www.springisd.org

## FLYER DISTRIBUTION APPLICATION

Duplication and distribution of flyers to schools is the responsibility of the organization requesting permission to distribute. Flyers are sent home with elementary students in weekly folders. Flyers are not sent home with middle and high school students, but they are posted on the campus websites. A list of flyers approved for the following week is sent to all campuses each Friday afternoon.

Spring ISD charges a \$100 service fee per flyer for distribution. The fee may be paid by cash or check at the Gordon M. Anderson Leadership Center 16717 Ella Blvd., Houston TX 77090. Please make checks payable to Spring ISD, and may be mailed to the address above, Attn: Harolyn Davis.

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

- Flyers must contain the Spring ISD Disclaimer Statement exactly as written in the text box below.

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

- Flyers must be delivered to schools in sets of (25) twenty-five (Elementary only).
- Flyers must be for an activity for students and the material on the flyer must be age and/or developmentally appropriate for students.
- The entity distributing the flyers must be an accredited educational institution or be identified by the Internal Revenue Service as a non-profit 501(c)(3) organization. Documentation must be on file in the Family and Community Engagement Department verifying current non-profit 501(c)(3) status. If a 501(c)(3) number from an affiliated organization is being used, written documentation verifying the affiliation must be submitted.
- No fundraising flyers are allowed from outside entities.
- Flyers should not contain advertising logos or promotions for any business/organization other than the approved entity submitting the flyer request.

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

A copy of the flyer and a Flyer Distribution Application must be submitted to the Family and Community Engagement Department for consideration of approval. Requests may be faxed to 281-891-6001, emailed to [hdavis@springisd.org](mailto:hdavis@springisd.org) or delivered in person to 16717 Ella Blvd., Houston TX 77090.

- Approved for distribution Elementary Schools     
  Approved for posting Middle / High Schools     
  Not approved for distribution/posting

\_\_\_\_\_  
Tranita Carroll, Family and Community Engagement

\_\_\_\_\_  
Date