

Date Flyer Request Received: \_\_\_\_\_

# Streetsboro City Schools

## Office of the Superintendent

### Flyer Approval Form

A copy of the flyer and this approval form must be submitted to the Superintendent's Office at least **ten days** in advance of the desired distribution date – flyers will not be considered if not submitted ten days prior. **All copies will be provided by the requestor.**

The attached flyer has been approved / not approved for distribution/availability in the school.

Contact Name: \_\_\_\_\_ Date to be distributed: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Flyer (description): \_\_\_\_\_

Please describe how the flyer is (1) related to a current course of study offered by the school, (2) ties in with a District- sponsored activity, or (3) is related to an activity for students that is conducted by an approved outside organization.

**Students:**

**Flyer to be distributed in stacks of 25 to:**

**Totals by grade: (Organization to provide)**

_____	Streetsboro Elementary (grades PreK-3)	(PreK = 60 K=160 1 <sup>st</sup> =155) (2 <sup>nd</sup> = 165 3 <sup>rd</sup> =160)
_____	Henry Defer Intermediate (grades 4-6)	(4 <sup>th</sup> =205 5 <sup>th</sup> =200 6 <sup>th</sup> =165)
_____	Middle School (grades 7-8)	(7 <sup>th</sup> =165 8 <sup>th</sup> =195)
_____	High School (grades 9-12)	(9 <sup>th</sup> =205 10 <sup>th</sup> =185 11 <sup>th</sup> =170 12 <sup>th</sup> =115)

**Staff:**

**Flyer to be:**

**Totals by building:**

_____	Placed in mailboxes	(Wait = 45) (Campus=40)
_____	Posted on bulletin boards	(Defer=55) (Middle School=50)
_____	Available for pick up in main office	(High School=75) (Bus Garage=31)
_____	Available for pick up in teachers' lounges	(Tech House & BOE=15)

The attached flyer has been: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved\*

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\*The reason the flyer has not been approved is because it is (1) not related to a current course of study offered by the school, (2) does not tie in with a District-sponsored activity or (3) is not related to an activity for students that is conducted by an approved outside organization.