

Alief Independent School District Flyer Distribution Form

The flyer **MUST** state:

This activity is not related or sponsored by the Alief Independent School District

Duplication of flyers is the responsibility of the organization requesting permission to distribute. The final decision concerning flyer distribution and the manner in which flyers are distributed is at the building principal's discretion. Some principals may prefer having a limited number of flyers available in the office for students who are interested, as opposed to distributing one to every child. (This is usually the method used in middle and senior high schools.) **A copy of this signed form and a signed copy of the flyer must be delivered with each flyer you want distributed. No flyers will be distributed the first week of school or the last week of school.**

Please allow 3-5 school days for the processing of flyer approvals.

Name of Organization: _____

Name of Contact Person

501(c)(3) Number (please attach copy of statement)

Fax Number and e-mail address

Phone Number

Attach a copy of the flyer and check all schools where you wish to distribute the flyer. Copies delivered to the campuses must be done in stacks of 25. You may submit your request by emailing dana.christensen@aliefisd.net, fax at (281) 498-8730 or in person at 4250 Cook Rd., Houston, TX 77072, Communications Department-Room 201.

Elementary Schools

- | | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Alexander | <input type="checkbox"/> Kennedy |
| <input type="checkbox"/> Best | <input type="checkbox"/> Landis |
| <input type="checkbox"/> Boone | <input type="checkbox"/> Liestman |
| <input type="checkbox"/> Bush | <input type="checkbox"/> Mahanay |
| <input type="checkbox"/> Chambers | <input type="checkbox"/> Martin |
| <input type="checkbox"/> Chancellor | <input type="checkbox"/> Outley |
| <input type="checkbox"/> Collins | <input type="checkbox"/> Petrosky |
| <input type="checkbox"/> Cummings | <input type="checkbox"/> Rees |
| <input type="checkbox"/> Hearne | <input type="checkbox"/> Smith |
| <input type="checkbox"/> Heflin | <input type="checkbox"/> Sneed |
| <input type="checkbox"/> Hicks | <input type="checkbox"/> Youens |
| <input type="checkbox"/> Holmquist | |
| <input type="checkbox"/> Horn | |

Intermediate Schools

- | |
|-------------------------------------|
| <input type="checkbox"/> Budewig |
| <input type="checkbox"/> Klentzman |
| <input type="checkbox"/> Mata |
| <input type="checkbox"/> Miller |
| <input type="checkbox"/> Owens |
| <input type="checkbox"/> Youngblood |

Middle Schools

- | |
|------------------------------------|
| <input type="checkbox"/> Albright |
| <input type="checkbox"/> Alief |
| <input type="checkbox"/> Holub |
| <input type="checkbox"/> Killough |
| <input type="checkbox"/> O'Donnell |
| <input type="checkbox"/> Olle |

High Schools

- | |
|-----------------------------------|
| <input type="checkbox"/> Hastings |
| <input type="checkbox"/> Elsie |
| <input type="checkbox"/> Taylor |
| <input type="checkbox"/> Kerr |
| <input type="checkbox"/> AECHS |

☐ **ALL CAMPUSES**
☐ **ALL ELEMENTARY /INTER**

Signature of Person Making Request

Date of Request

All the following criteria must be met for flyers to be considered for approval.

- ◆ The flyer must clearly state that this is an activity for students.
- ◆ The group distributing the flyer must be identified by the Internal Revenue Service as a non-profit [501(c)(3)] organization. (You need to have documentation 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.)
- ◆ The material on the flyer must be age and/or developmentally appropriate for students.
- ◆ No fundraising flyers are allowed from groups outside the school.
- ◆ The flyer must not cause disruption of the operation and discipline of the school.

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(For Office Use Only)

Approved for Distribution

Not approved for direct distribution.
Please read accompanying letter.

Public Relations Specialist

Date