

Exhibit ~ Request for Flyer Approval

Please review the attached document, *Administrative Procedure 8.25-AP1*, prior to completing this form.

Completed *Request for Flyer Approval* forms and associated flyers must be submitted the Assistant to the Superintendent. Forms and flyers should be e-mailed to flyers@unit5.org

Requesting Organization _____

Contact Person _____ **Title** _____

Street _____ City _____ State _____ Zip Code _____

Home Phone _____ Work/Cell Phone _____ Fax _____

Email Address _____

Title and brief description of the secular event or activity to be advertised: _____

Cost of the secular event or activity and scholarship availability:

Cost _____ Scholarships available? _____

My organization wishes to electronically post and display flyers at the

Elementary Schools _____ **Junior High Schools** _____ **High Schools** _____

If approval is granted, your organization must:

- Produce an electronic copy of all materials to be displayed.
- Provide bundles of 10 flyers for each school in which information is to be displayed.
(Flyers needed: Elementary ~ 160 flyers; Junior high ~ 40 flyers; High school ~ 20 flyers; Early childhood Education ~ 10 flyers).
- Deliver bundles of flyers directly to the District Office, 1809 W. Hovey, Normal IL 61761.

Failure to comply with any portion of the guidelines described in *Administrative Procedure 8.25-AP1* shall result in the denial of approval requests or the inability of the school to distribute or post associated materials.

I have reviewed, and agree to comply with, the distribution and posting guidelines described in *Administrative Procedure 8.25-AP1*.

Signature _____ Date _____