

**Linwood Public Schools
Linwood, New Jersey**

Procedure: Request to Supply Flyer/Bulletin to Students

2015-2016 School Year

Organization will submit flyer/bulletin to Superintendent for approval (ten working days in advance of flyer being given to students), using appropriate request form.

Important Note - Bulletins/flyers from non-profit student-oriented organizations only will be considered.

Organization will return in two school days to pick up request.

Organization will deliver good quality, appropriately counted/clipped copies to the main office of the involved school, at least three days in advance of distribution.

School personnel will place flyers in teachers- mailboxes for distribution to all students.

Linwood Public Schools
Request to Supply Flyer/Bulletin to Students

To be completed by requesting organization:

To: Michelle M. Cappelluti, Ed.D., Interim Superintendent

From: _____ / _____
Name of Organization **Contact Person**

Phone **E-Mail Address**

This form must be submitted ten school days prior to flyer being provided to students.
 Attach flyer to this form.

Flyer will be provided to the following grades (check to indicate):

<input type="checkbox"/>	Pre-K & K	<input type="checkbox"/>	3 rd	<input type="checkbox"/>	6 th
<input type="checkbox"/>	1 st	<input type="checkbox"/>	4 th	<input type="checkbox"/>	7 th
<input type="checkbox"/>	2 nd	<input type="checkbox"/>	5 th	<input type="checkbox"/>	8 th
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Distribution to Teachers only	<input type="checkbox"/>	Distribution to District Staff	<input type="checkbox"/>	Digital Backpack or Other

To be completed by Superintendent:

_____ approved _____ not approved _____ date

Signature of Superintendent

Note:

1. Flyers must be provided to schools three school days before requested distribution date.
2. Flyers are to be of good copy quality.
3. Flyers are to be counted out and clipped packs as indicated. Fifty extra flyers will be provided and marked "Extra."
4. Flyers are to be delivered to the main office of the school.
5. School personnel will place flyers in teacher's mailboxes for distribution to all students.

cc: School

Linwood Public Schools
Enrollment Data to Be Used for Flyer/Bulletin Distribution

Seaview Elementary School

436 total for grades Pre-K to Grade 4

<u>Grade</u>	<u># Flyers/Bulletins</u>
Pre-K	
Kindergarten AM	
Kindergarten PM	
1 st Grade	
2 nd Grade	
3 rd Grade	
4 th Grade	

Belhaven Middle School

<u>Grade</u>	<u>#Flyers/Bulletins</u>
5 th Grade	5 pack of 25
6 th Grade	5 pack of 25
7 th Grade	5 pack of 25
8 th Grade	5 pack of 25

March, 2016