

**Linwood Public Schools  
Linwood, New Jersey**

**Procedure: Request to Supply Flyer/Bulletin to  
Students 2020-2021 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: Brian M. Pruitt, 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 <sup>rd</sup>	<input type="checkbox"/>	6 <sup>th</sup>
<input type="checkbox"/>	1 <sup>st</sup>	<input type="checkbox"/>	4 <sup>th</sup>	<input type="checkbox"/>	7 <sup>th</sup>
<input type="checkbox"/>	2 <sup>nd</sup>	<input type="checkbox"/>	5 <sup>th</sup>	<input type="checkbox"/>	8 <sup>th</sup>
<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

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**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**

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

**Belhaven Middle School**

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