



Flyer Distribution Request Form

Please save to your desktop then open to complete.
After completing the form, click the **Submit by Email** button. Don't forget to attach your flyer to the Email.

The West Clermont School District welcomes the opportunity for local non-profit organizations to post electronic flyers on the district website, and distribute materials to students, if the purpose of the organization and event compliments the educational mission of West Clermont Schools.

To ensure the appropriateness of the material, the district may request the material be edited. We will post your flyer on www.westcler.org, and provide an opportunity to distribute materials to students if the guidelines below are observed:

- Complete this Electronic Flyer Distribution Request Form and submit it along with a copy of the flyer to be posted, via email, at least 30 days prior to your desired posting or distribution date.

- Include the following disclaimer in 12-point bold on the bottom of your flyer:

"This event or activity is not sponsored or endorsed by the West Clermont School District."

- The organization is responsible for providing copies to the school(s) for which they request distribution to students. The Superintendent or designee may either approve the distribution of the material or deny it in accordance with Policy 9700, and Administrative Guideline 9700A. If permission to distribute the material is denied, the organization shall have the opportunity to make necessary revisions and/or deletions and resubmit to the Superintendent or designee for approval.

List the school(s) for which you are requesting distribution:

Organization name:

Contact person:

Email address:

Phone number:

Is this a non-profit organization? Yes No

Is there a fee associated with the events, products, services or activities being promoted? Yes No

Flyers will be posted for 30 days. What date do you want your flyer sent home or posted online?

In the space below, please include a one sentence description of your flyer that can be used on the web site.

OFFICE USE ONLY

Approved / Declined

Date approved or denied:

Approved by:

Additional
Information