



Kent City Community Schools Flyer Approval Request Form

Request for Distribution of Flyers or Information for Students or Staff

All flyers/handouts for students or staff must approved before being delivered to buildings

Description of Request:

Non-profit organization: Yes No

Name: _____

Organization: _____

Email Address: _____ Phone Number: _____

Copies must be supplied and delivered to buildings: (Please provide PDF/Word Doc of Flyer)

- | | |
|---|--|
| <input type="checkbox"/> Staff Mailboxes | <u>Students (Stacks of 30)</u> Please provide student copies in English and Spanish |
| <input type="checkbox"/> Staff Lounges | <input type="checkbox"/> Elementary- Preschool-5 th Grade (600) |
| <input type="checkbox"/> Available in offices | <input type="checkbox"/> Middle School- 6 th -8 th Grade (280) |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> High School- 9 th -12 th Grade (425) |
| <input type="checkbox"/> Website | |

Return completed form to:

Elementary
Deb Williams
(616) 678-4181
Fax: (616) 678-7785
Email: deb.williams@kentcityschools.org

Middle School
Amber Larson
(616) 678-4214
Fax: (616) 678-5099
Email: amber.larson@kentcityschools.org

High School
Gina Denhof
(616) 678-4210
Fax: (616) 678-4371
Email: gina.denhof@kentcityschools.org

Office Use:

Approved For: **Denied**

- | | |
|---|--|
| <input type="checkbox"/> Staff Mailboxes | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Staff Lounge | <input type="checkbox"/> Students |
| <input type="checkbox"/> Available in Offices | <input type="checkbox"/> Website (PDF/Word Doc provided) |

Comments: _____

Date: _____

Initials: _____