

****The deadline for submitting a flier and completed form for review is 12 noon on Thursday. Requests are collected and reviewed once a week.
You will receive notice of approval/decline on or before Monday of the following week.



**UPPER PERKIOMEN SCHOOL DISTRICT FLIER
DISTRIBUTION REQUEST FORM
2019-2020 SCHOOL YEAR**

Group/Organization _____

Name of Contact Person _____

Contact Email Address _____

Contact Phone _____

Request for electronic flier distribution to:

Students Teachers All School Staff

Hereford Elementary Students (K-3) Marlborough Elementary Students (K-3)

Upper Perkiomen 4th & 5th Grade Center Middle School Students (6-8)

High School (9-12)

Please Note – Only 2 submissions of the same event are permitted and each must be requested separately.

Completed forms and fliers should be emailed (in a **PDF format**) to: gmccabe@upsd.org or dropped off at the Education Center, 2229 E. Buck Road, Pennsburg. For any questions contact Gisele McCabe at 215-541-2459. Last day for submissions is **June 4, 2020**.

The Superintendent reserves the right to approve or deny distribution to Upper Perkiomen School District parents from non-profit organizations.

****Note:** This form can be filled in electronically, however in order to print and/or save any information you type on this form, you **MUST** have Adobe Reader 5.0 or higher. If you **DO NOT** have Adobe Reader 5.0 or higher on your computer, download the latest version by visiting the following link: <http://get.adobe.com/reader/>

DISTRICT USE ONLY

Approved Denied Date _____

Superintendent's Signature _____

Contacted Group/Organization _____ Notice to Buildings _____