

Community Information Approval Request

Name of Organization :

Contact Person:

Phone Number:

Email:

Name of Event :

Date of Event:

Please attach a copy of the information that you are requesting to be approved. (Ex: brochure or flyer)

Type of Information:

Educational Athletic The Arts Other

Time period you are requesting information posted on the ACSC website Flyer page:

From _____ to _____

A request can be made for information to be placed in school newsletters if space permits. Are you requesting this option? No Yes

If yes, for which grade levels: K-4 5-6 7-8 9-12

** As of January 2016, Avon Schools is no longer accepting hard copies of flyers for school display areas or distribution. Thank you for helping reduce our paper consumption.**

You will be contacted within a week of approval or disapproval. We will contact the schools regarding the status of your request.

For Administration Center use only.

Action Taken:

___ Approved as requested

___ Denied

___ Approved for the following conditions:

Webpage (Flyer page)

Newsletter (if space permits)

Information areas: Parent Student Staff

Other _____

Administrator Signature: _____