



Flyer Distribution Approval Form

Requesting Permission for:

Today's Date _____

- Flyer** – Flyers being sent home with elementary students or left on counters for secondary students are recommended to be in English & Spanish. It is also limited to non-profit organizations advertising primarily student related activities and opportunities.
- Poster** – Posters displayed on public bulletin boards can be English only, though a Spanish version is also recommended.

This disclaimer must be on any flyer/poster distributed/posted within Quincy School District:

Quincy School District does not sponsor or endorse this event/information nor does the district assume any liability for it. In consideration of the privilege to distribute materials, the Quincy School District will be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including costs, attorney's fees and judgments or awards. El Distrito Escolar de Quincy no patrocina ni aprueba este evento/información, ni asume el distrito responsabilidad por ello. En consideración del privilegio para distribuir materiales, el Distrito Escolar de Quincy se mantendrá indemne de cualquier acción tomada en cualquier corte o tribunal administrativo a causa de la distribución de esta materia, incluyendo costos, cuota para abogados, juicios o premios.

Organization Information

Organization's Name & Address	
Contact's Name & Phone	
Email to receive form back	

Event Information

Name of Event	
Date(s) of Event	

Grade Levels – We will provide enough flyers or posters for these grades:

K-5 Elementary (5 Schools)	<input type="checkbox"/> K	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th	<input type="checkbox"/> 5 th	<input type="checkbox"/> Staff
Quincy Middle School	<input type="checkbox"/> 6 th	<input type="checkbox"/> 7 th	<input type="checkbox"/> 8 th	<input type="checkbox"/> Staff			
Quincy High School	<input type="checkbox"/> 9 th	<input type="checkbox"/> 10 th	<input type="checkbox"/> 11 th	<input type="checkbox"/> 12 th	<input type="checkbox"/> Staff		
Quincy Innovation Academy	<input type="checkbox"/> 9 th	<input type="checkbox"/> 10 th	<input type="checkbox"/> 11 th	<input type="checkbox"/> 12 th	<input type="checkbox"/> Staff		

Administration Office Use Only

Your request has been: Approved Denied

Distribution Method: Flyer/Handout Posted on Bulletin Board/Public Announcement Board

Superintendent/Designee's Approval

Date

Form and flyer(s) can be submitted via email at QSDFlyer@gsd.wednet.edu or returned to the district office at 119 J ST SW Quincy