

SPRING BRANCH ISD
COMMUNICATIONS DEPARTMENT
FLYER DISTRIBUTION APPROVAL REQUEST FORM
Please allow a reasonable period (at least five school days) for approval.

**The Flyer MUST state:
THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED
BY THE SPRING BRANCH INDEPENDENT SCHOOL DISTRICT.**

The criteria for distribution of nonschool literature as outlined below and in SBISD policy GKDA(LOCAL) must be met for a flyer to be considered for approval. Please note that the SBISD Communications Dept. assumes no responsibility for contacting organizations requesting flyer distribution who do not comply with these criteria:

- The group distributing the literature is identified by the Internal Revenue Service as a nonprofit [501 (c)(3), 501 (c)(4)] organization or the group distributing the literature is an accredited educational institution. **Note:** Association with a nonprofit organization is NOT sufficient to qualify groups/individuals as a nonprofit organization; therefore flyers for these groups/individuals will not be approved.
- The materials must involve age and/or developmentally appropriate activities for students and must clearly state that the activity is for students.
- No fund-raising flyers will be approved from groups not affiliated with the District, its parent-teacher organizations, and/or booster clubs.
- A copy of the flyer, this approval form and proof of [501 (c)(3), 501 (c)(4)] status must be submitted to the Communications Department to be considered for approval.
- No materials will be accepted for approval or for distribution during the first week of school, the week prior to the winter holidays, the first week of the spring semester, the week of TAKS tests, or the last week of school.
- The flyer must not cause disruption of the operation and discipline of the school.

Duplication and delivery of the approved flyers, bundled by student count, is the responsibility of the organization requesting permission to distribute. The final decision concerning the flyer distribution and the manner in which flyers are distributed is at the building principal's discretion. A copy of this signed form and a signed copy of the flyer must be delivered with each bundle of flyers that you are requesting to be distributed. Approval does not constitute an endorsement of any proposal or materials.

Campus/Campuses you are requesting approval for distribution:

Name of Organization:

501 (c)(3), 501 (c)(4) Number: (Must be nonprofit organization)

Contact Name/Telephone number:		E-mail address:
		Fax number:
Name/Subject of flyer:		
For Office Use Only		
Date Received:	Exempt Status: <input type="checkbox"/> IRS nonprofit 501 (c)(3), 501 (c)(4) approval form on file <input type="checkbox"/> SBISD internal flyer	Flyer Criteria: <input type="checkbox"/> Flyer includes disclaimer statement <input type="checkbox"/> Flyer meets all other SBISD guidelines
Exempt Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	<input type="checkbox"/> Approved for distribution <input type="checkbox"/> Not approved for distribution Approved by: _____ Linda Buchman, Community Relations Officer Date	

Reference: SBISD Local Policy GKDA adopted 8/24/2009