



Los Alamos Public Schools

Permission for Distribution and/or Posting of Materials 1140R Addendum 1

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position in Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email \_\_\_\_\_

Is this a non-profit organization?  Yes  No Submit non-profit status one time only

Is this material intended, directly or indirectly, to promote a fund-raising activity?  Yes  No

Title of Material: \_\_\_\_\_

Expiration date of material: \_\_\_\_\_

Type of Material:  Flier  Poster  Brochure  Other \_\_\_\_\_

Distribution/Posting:  Website Posting  Posting  Teachers  Placement in Staff Room

Grade Level:  Elementary  Middle School  High School  Selected Grade \_\_\_\_\_

Explain the education, social or recreational value this program or event is providing to students:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following disclaimer shall be printed in no smaller than 10 point boldface type on the front of the material/poster to be distributed/posted.

**“The Los Alamos Public Schools neither endorses nor sponsors the organization or activity promoted in this document. The distribution of this material is provided on an equal basis as a community service.”**

Please Note:

- Materials are not sent home with students but can be made available for voluntary pick-up in the school office or other designated areas.
- Materials will be placed on the district website.
- Permission to distribute is not transferrable to any other material. Written approval must be obtained for each flier, poster, and or brochure.
- Submit the Permission form along with a PDF file of the material to [flyers.posters@laschools.net](mailto:flyers.posters@laschools.net)
- A copy of the approved form must be presented with the materials to each school site.

Contact Person Signature \_\_\_\_\_ Date \_\_\_\_\_

For District Use Only

School District Approval  Approved  Denied

District Authority \_\_\_\_\_ Date \_\_\_\_\_