

Splendor Independent School District

Request to Post Electronic Flyers or Make Printed Material Available

Please attach a copy of your flyer to this form to be considered for approval and submit via fax, email, or mail to the Superintendent's Office for the approval process. Fax: 281-689-7509, Email: communications@splendoraisd.org, or mail: 23419 FM 2090, Splendor, TX 77372. *Please allow two (2) working days for processing from the date of receipt of the request.* If you have any questions, please email or call 281-689-4001.

Name of Organization/Business: _____
Contact Person: _____ Phone: _____ Fax: _____
Address: _____
City: _____ Zip: _____
Email: _____

Are you requesting this information be posted to the District website? Yes No

Is your organization a nonprofit organization or a governmental entity? Yes No

Start Date for Advertising: _____

End Date for Advertising: _____ *All flyers will be removed at the end of each school year.*

Campus Distribution – *Check all campuses for which you are requesting permission to make flyers available to students. Printed materials are the responsibility of the requester.*

Elementary Schools:

_____ All Elementary
_____ Greenleaf Elementary
_____ Peach Creek Elementary
_____ Piney Woods Elementary
_____ Timber Lakes Elementary

Secondary Schools:

_____ Both Secondary Schools
_____ Splendor Junior High
_____ Splendor High School

SISD Staff:

_____ SISD Staff (Flyers for SISD staff will be posted in the campus workroom ONLY. No flyers/materials will be placed in staff boxes.)

SISD Office Use Only

_____ Approved for Posting to District Website	_____ Approved for Posting in Campus Workroom
_____ Approved to be Made Available to Students	_____ Not Approved for Posting in Campus Workroom
_____ Not Approved	

Name: _____ Date: _____

23419 FM 2090, Splendor, TX 77372 (P) 281-689-4001 (F) 281-689-7509

www.splendoraisd.org