



CEDAR SPRINGS PUBLIC SCHOOLS FLYER APPROVAL REQUEST FORM

All flyers/handouts for students or staff must be approved by the Superintendent prior to being delivered to the buildings and distributed to students or staff.

BOE Policy 9700.01

Contact Information

Name: _____ Email: _____ Phone: _____

Signature: _____

DESCRIPTION OF REQUEST (We are unable to pass out flyers that promote products or individual services.):

Schools to be included in distribution of flyer? (Check all that apply)

How would you list to distribute flyer?

School

| | | |
|---|------------------------------------|-------------------------|
| <input type="checkbox"/> Cedar Trails | Pre K - 1 st | 460 |
| <input type="checkbox"/> Beach | 2 nd & 3 rd | 450 |
| <input type="checkbox"/> Cedar View | 4 th & 5 th | 450 |
| <input type="checkbox"/> Red Hawk | 8 th | Office Only (50 copies) |
| <input type="checkbox"/> Middle School | 6 th & 7 th | Office Only (50 copies) |
| <input type="checkbox"/> High School | 9 th - 12 th | Office Only (50 copies) |
| <input type="checkbox"/> New Beginnings High School | 9 th - 12 th | Office Only (50 copies) |

Grades

Population

- Paper copy to students
(Elementary Schools Only)
- Staff Lounge
- Available in Office

Please note, all copies must be supplied and delivered to the district office.

Return to Amy McCarthy at the district office by:

Mail: 204 E Muskegon Street, Cedar Springs, MI 49319

Email: Amy.McCarthy@csredhawks.org

Fax: 616.696.3755

Superintendent's Office Use ONLY

Comments: _____

Approved

Denied

Paper copy to students Staff Lounge Available in Office

DATE: _____

Initials _____