



School Administrative Unit #41

Hollis, Brookline & Hollis-Brookline Cooperative School Districts

Office of the Superintendent of Schools
4 Lund Lane

Hollis, New Hampshire 03049
603.324.5999 fax 603.465.3933

Approval for Information Distribution or Display

This form, accompanied by a copy of material to be distributed or displayed, must be submitted to the Superintendent's office for approval prior to distribution or display. The Superintendent and the School Board reserve the right to refuse any request for the distribution or display of such information, pursuant to the Policy for Information Distribution or Display, on a case-by-case basis.

Notes:

1. Requests must be submitted a minimum of TWO weeks prior to the intended distribution.
2. Organizations must be non-profit AND affiliated with the Towns or Schools in Hollis and/or Brookline.
3. The activity must be student related.
4. Printed flyers for backpacks must be provided.
5. Flyers will be posted in online newsletters once and posted to [Community Flyers](#) until expiration date.
6. All materials must be clearly marked as **"not a school sponsored event"**.
7. All flyers must be sent in **PDF format**.

Name of Organization : _____

Contact Name: _____

Email address: _____

Telephone number: _____

Method of Distribution (please check): Backpacks Bulletin Board Online Newsletter

Date of anticipated Distribution: _____

Grades to which information is to be distributed or posted (please check): _____

HOLLIS :

HPS (grades PreK-3)
 HUES (grades 4-6)

BROOKLINE :

RMMS (grades PreK-3)
 CSDA (grades 4-6)

COOP :

HBMS (grades 7-8)
 HBHS (grades 9-12)

Comments:

FOR SAU CENTRAL OFFICE USE ONLY

APPROVED

DENIED

SIGNATURE OF SUPERINTENDENT

DATE

Please send your request to:
Emmie White, SAU 41 Central Office
emmie.white@sau41.org