

## APPLICATION FOR COMMUNITY FLYER POSTING

For NON-PROFIT 501(c)3 ORGANIZATIONS

NAME OF ORGANIZATION SUBMITTING FLYER: \_\_\_\_\_

NAME OF CONTACT PERSON (Please Print)	FAX # or Email	PHONE NUMBER
_____	_____	_____
SIGNATURE OF PERSON MAKING REQUEST	DATE OF REQUEST	YES _____ NO _____ (IS 501(c)3 ON FILE?)
_____	_____	_____

**THE FOLLOWING CRITERIA MUST BE MET FOR FLYERS TO BE APPROVED FOR POSTING:**

- ◆ The flyer MUST contain the following disclaimer: **This activity is not related to or sponsored by the Cypress-Fairbanks Independent School District.**
- ◆ The material on the flyer must be age and/or developmentally appropriate for students. The flyer must clearly advertise an activity for students. ***No fundraising flyers may be distributed through schools if the event is intended for adults/parents.***
- ◆ The group distributing the flyer must be identified by the Internal Revenue Service as a non-profit 501(c)3 organization. If you do not currently have a 501(c)3 IRS letter on file, one MUST accompany this request. (OTHER AGENCIES/ COMPANIES MAY CONTACT OUR COMMUNICATIONS DEPT FOR ADVERTISING OPTIONS)
- ◆ The flyer must not cause disruption to the operation and discipline of the school.
- ◆ **Attach a copy of the flyer to this Flyer Distribution Form and submit along with payment (checks or money orders only – made payable to CFISD) to:**

CFISD FLYER APPROVAL - 11330 Falcon Rd, Houston, TX 77064  
 (or drop-off at this address during regular school district hours). You may also email your application, 501(c)3 if not on file, and flyer (in .pdf format) to: [scott.tucker@cfisd.net](mailto:scott.tucker@cfisd.net).  
 For questions, please contact Scott Tucker at 281-517-6366.

**FLYER DISTRIBUTION GUIDELINES: NON-SCHOOL RELATED FLYERS WILL NOT BE DISTRIBUTED THROUGH INDIVIDUAL SCHOOL CAMPUSES. PLEASE DO NOT CONTACT SCHOOLS.**

- ◆ Requests and payment for flyer approval **must be received by the 20<sup>th</sup> of the month prior to posting date.**
- ◆ The cost for posting your flyer is \$50 per month requested below.
- ◆ Approved flyers will be posted to the Cy-Fair ISD Community Flyers webpage (<https://www.cfisd.net/community/community-resources/community-flyers>) for the months indicated on this application, from the 1<sup>st</sup> through last day of the month.

**PLEASE CIRCLE THE MONTH(S) DESIRED FOR POSTING TO THE COMMUNITY FLYERS WEBSITE. THE COST PER MONTH IS \$50.00:**

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

.....  
(For Office Use Only)

Payment Rec'd \_\_\_\_\_

APPROVED – Scott Tucker, Director of General Administration

\_\_\_\_\_ Date

REASON FOR NON-APPROVAL (IF APPLICABLE) \_\_\_\_\_