School Administrative Unit #41
Hollis, Brookline & Hollis Brookline Cooperative School Districts
603 324 5999
4 Lund Lane, Hollis, NH 03049

Approval for Information Distribution or Display

603.324.5999 | fax 603.465.3933

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: _____

Date of anticipated Distribution: _____

Method of Distribution (please check): ___Backpacks ___Bulletin Board ___Online Newsletter

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:

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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