



POTH INDEPENDENT SCHOOL DISTRICT  
P.O. BOX 250  
POTH, TEXAS 78147  
830-484-3330 FAX: 830-484-2961

### PERMISSION TO DISTRIBUTE FLYERS TO STUDENTS

**Organization making request must supply documentation supporting a not-for-profit status.**

Name of Organization: \_\_\_\_\_

Name of Flyer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Flyer must be submitted for approval 2-weeks prior to event. The First day the district will accept flyer requests for the 2025-2026 school year is August 1, 2025, and the last day for this school year is May 15, 2026.**

Attach a copy of the flyer to this completed form and submit your request by email to [mkosub@pothisd.us](mailto:mkosub@pothisd.us), fax to 830-484-2961, or in person at 510 Titcomb Street, Superintendent’s Office. Duplication and delivery of flyers are the responsibility of the organization requesting permission to distribute. The manner in which flyers are distributed is at the campus Principals’ discretion. Please contact Principals prior to delivering flyers to the school.

**A copy of this approved form must be included with the bundled flyers to each campus before flyers can be distributed.**

**PLEASE NOTE:**

- Flyers must be in **stacks of 25**.
- Flyers must be for an activity beneficial to students.
- The organization making this request **MUST** supply documentation of **not-for-profit** status.
- Fundraising flyers from organizations outside of Poth I.S.D. will not be approved.
- All flyers must have the following **DISCLAIMER** statement printed at the bottom of the flyer in **BOLD, CAPITAL letters**. This disclaimer should be not less than a twelve (12) pt. size font.

**“THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY POTH I.S.D.”**

Select the campus you wish to submit flyers for distribution. An approximate number of students are shown following each campus.

- |  |                               |              |
|--|-------------------------------|--------------|
| <input type="checkbox"/> Poth Elementary School – 455  | Lorelei Rodgers, Principal    | 830-484-3321 |
| <input type="checkbox"/> Poth Junior High School – 220 | Michelle Scheffler, Principal | 830-484-3323 |
| <input type="checkbox"/> Poth High School – 275        | Ricardo Contreras, Principal  | 830-484-3322 |

Other: Mark any that Apply: \_\_\_ Poth ISD Event: \_\_\_\_\_ , \_\_\_ Remind \_\_\_ Social Media

Approved for Distribution: \_\_\_\_\_  
Superintendent’s Office

\_\_\_\_\_  
Date