

CYPRESS FAIRBANKS
INDEPENDENT SCHOOL DISTRICT
APPLICATION FOR COMMUNITY FLYER POSTING
(NON-PROFIT 501c3)

Organization Name: _____ Is 501c3 on File [] Yes [] No

Contact Person (Print): _____

Phone Number: _____ • Email: _____

Signature of Requestor: _____ • Date of Request: _____

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

The flyer MUST contain the following disclaimer in 11point font:

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.

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

COST: \$50.00 per month. Please circle or check the month(s) desired for posting (\$50.00 per month):

[] JANUARY [] FEBRUARY [] MARCH [] APRIL [] MAY [] JUNE

[] JULY [] AUGUST [] SEPTEMBER [] OCTOBER [] NOVEMBER [] DECEMBER

Approved flyers post from the 1st through the last day of the selected month(s) on the CFISD Community Flyers webpage.

<https://www.cfisd.net/community/community-resources/community-flyers>

Submit your application, 501(c)(3), and PDF flyer to Scott.Tucker@cfisd.net.

You can now conveniently submit your payment online as part of the application process.

If you would like to submit your payment online, please request the payment link when you submit your application.

Or mail or deliver your materials to: CFISD Flyer Approval

11330 Falcon Rd. Houston, TX 77064

(During regular district hours)

For questions, please contact Scott Tucker, Director of General Administration | Phone: 281-517-6366

(For Office Use Only)

APPROVED-Scott Tucker, Director of General Administration

Date

Payment Received [] Yes [] No