



REQUEST TO DISTRIBUTE FLYERS

All flyers must be approved by the Superintendent or designee. The Roseville City School District does not distribute paper flyers to students or school personnel. Approved flyers will be emailed to the schools for electronic distribution (at the discretion of the school principal).

INSTRUCTIONS:

Please email your completed form and a copy of the flyer to Katie Haupt in the Educational Services Department: khaupt@rcsdk8.org. Allow 10 days for approval and posting.

Complete the information below:

Organization: _____ Date of Request: _____

Is this a non-profit organization?: Yes No _____
Non profit Number

Address: _____

Contact Person/Title: _____ Phone Number: _____

Email address: _____ Fax Number: _____

The following disclaimer must appear on each flyer:

The Roseville City School District does not support, sponsor, staff, supervise, or endorse the information, activities, or events posted.

For District Use:

▪ **APPROVED**

Superintendent or designee *Date*

Comments and/or subject to the following conditions: _____

▪ **DENIED**

Superintendent or designee *Date*

- We do not promote/solicit for private business
- This is a fundraising activity. PTC's at local schools are in charge of fundraising. Please contact the school PTC directly.
- Other reason for denial: