

Katy Independent School District  
**Request for Flyer Distribution Approval**

This form is to be completed by the group/organization requesting approval for a flyer to be posted on the District's website and distributed on one or more Katy ISD campuses. Deadlines for each three-week distribution period can be found on the *Flyer Approval Schedule* document on the Katy ISD website.

Name of Flyer (attach copy of flyer):
Requested Dates for Distribution:

Name of Organization:				
Contact Person Name:	Last	First	MI	Primary Phone:
Address:	City	State	Zip	Secondary Phone:
E-mail Address:				Fax Number:

**Approval requested for distribution to the following schools:**

- All Schools: Elementary, Junior High, and Senior High Schools
- All Junior and Senior High Schools
- All Elementary and Junior High Schools
- Senior High Schools Only
- Junior High Schools Only
- Elementary Schools Only
- Specific Schools:** Please list **ALL** schools where flyers are desired to be distributed:

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I understand that if a flyer or other material approved for distribution contains false information or does not represent the intent of the program, approval of future flyers by the requesting organization will be jeopardized.

Contact Person's Signature:	Date:
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This form must be submitted to the Campus Administrative Support Office by the deadline specified on the *Flyer Approval Schedule* on the Katy ISD website for the requested dates for publication and distribution. Flyers received after the due date will only be approved for the next two-week period.

<b>For Office Use Only</b>			
Date Received:	Exempt Status: <input type="checkbox"/> Tax exempt document on file	Flyer Criteria: <input type="checkbox"/> Flyer includes disclaimer statement <input type="checkbox"/> Flyer meets all other KISD guidelines	
Distribution Date:	Exempt Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Date Notification Sent to Organization:	