



TRI COUNTY AREA SCHOOLS FLYER DISTRIBUTION REQUEST FORM

Requests for Flyers or Information Distributed to Students or Staff

All flyers/handouts for students and/or staff must be approved by the Superintendent prior to being delivered to the buildings and distributed to students or staff. *BOE Policy 9170-R*

DESCRIPTION OF REQUEST:

Contact Information

Organization Name: _____

Email: _____ Phone: _____

Signature: _____

**Copies must
be supplied
and
delivered to
building
main office.**

Circle all that apply. If providing hard copy flyers, please see numbers

<u>School</u>	<u>Grades</u>	<u>Population</u>	
Edgerton	Pre K	100	Staff Mailboxes
MacNaughton	K-2 nd	450	Staff Lounge
Sand Lake	3 rd -5 th	430	Available in Office
Middle School	6 th -8 th	475	Newsletters
High School	9 th -12 th	620	Bulletin Board Poster

Return to Sherry Wheeler at the TC Educational Service Center by mail, fax, or email:

FAX: 616-636-5077

Email: swheeler@tricountyschools.com

Mail: 94 Cherry St, PO Box 79
Sand Lake, MI 49343

Superintendent's Office Use Only:

Comments: _____

Approved

Denied

Distribution to Students

Staff Mailboxes

Staff Lounge

Newsletters

Available in Office

Bulletin Board Poster

DATE: _____

INITIALS: _____