

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 9700

DESCRIPTION OF REQUEST:							
Contact Information							
Organization Name:							
Email: Phone:							
Signature:							
Signature.							
Copies must							
copies must			apply. If providing hard copy flyers, please see numbers				
be supplied	School	<u>Grades</u>	<u>Population</u>	Announcements			
and	Edgerton	Pre K	100	Available in Office			
delivered to	TC Elementary	/ K-5 th	800	Email			
building	Middle School		375	Newsletters			
main office.	High School	9 th -12 th	525	Paper Copies			
	0 23 33	-		Bulletin Board			
Poture to Charry Wheeler at the TC Educational Comics Contar by mail fav. or amail.							
Return to Sherry Wheeler at the TC Educational Service Center by mail, fax, or email: FAX: 616-636-5677 Email: swheeler@tricountyschools.com Mail: 94 Cherry St, PO Box 79							
			S	Sand Lake, MI 49343			
Superintendent's Office Use Only:		Comments:					
□ Approve	d	□ Denied					
Distribution to Students		Staff Lounge	Announceme	ents Email			
Newsletters		Available in Office	Bulletin Boar	Bulletin Board			
DATF.			INITIA	u C·			