

**Please allow 2-3 school days for the processing of flyer approvals.**

**Dates accepted: September 14, 2016 – December 2, 2016 and January 17, 2017 – May 19, 2017**

- Conflict of Interest: Indicate if you are an employee.      No      Yes
- How will this activity be of value to FBISD students: \_\_\_\_\_
- What age group does it serve? \_\_\_\_\_
- When is the event or target date for distribution: \_\_\_\_\_
- What is the name of event location and address: \_\_\_\_\_

**Name of Organization Submitting Flyer:** \_\_\_\_\_

_____ Name of Contact Person (Please Print)	_____ Email or Fax #	_____ Phone Number
_____ Signature of Person Making Request	_____ Date of Request	<b>YES      NO</b> (IRS 501(c)3 or 501(c)4)

**THE FOLLOWING CRITERIA MUST BE MET BEFORE FLYERS WILL BE APPROVED:**

- The flyer must have the following disclaimer:  
     **This organization and its activities are not related to or sponsored by Fort Bend Independent School District.**
- The flyer must clearly indicate this is an activity for students.
- The material on the flyer must be age and/or developmentally appropriate for students.
- The group distributing the flyer must be identified by the Internal Revenue Service as a non-profit 501(c)(3) or 501(c)4 organization, and a copy of the 501(c)(3) or 501(c)4 IRS letter MUST accompany this request.
- The flyer must not cause disruption to the operation and discipline of the school.
- If the flyer is advertising an event and location, it must include the name of the event's location as well as the address.
- Attach a copy of the flyer to this Flyer Distribution Form. Submit your request by email to [flyers@fortbendisd.com](mailto:flyers@fortbendisd.com) or fax to (281) 327-1101.

**FLYER DISTRIBUTION GUIDELINES:** The final decision concerning flyer distribution, and the manner in which the flyers are distributed (whether electronic posting on webpage or paper), is at the building principal's discretion. Some principals may prefer having a limited number of flyers available in the office for students who are interested, as opposed to distributing one to every child. Therefore, do not make copies of your flyer until approval is received and until the school's manner of distribution is determined by the principal.

- These procedures are to be repeated each time the organization requests permission to distribute flyers at any Fort Bend ISD school, even if in the same school year.
- After receiving District approval, please contact the school **prior** to delivering the flyers to the school. A copy of this signed form and a signed copy of the flyer **must** be delivered with each set of flyers you wish to distribute.
- Duplication of flyers is the responsibility of the organization requesting permission to distribute.
- If at any time it is determined that previous non-school related literature presented for approval contained false information or did not accurately represent the intent of the program, the approval of future material submitted by the requesting organization may be jeopardized.
- Any request from Employee or Non-Employee to use a district facility must be approved by the Business and Finance Department/Director of Enterprise Funds.

**LIST ALL SCHOOLS WHERE YOU WISH TO DISTRIBUTE THE FLYER:**

ALL SCHOOLS      ALL ELEMENTARY      ALL MIDDLE      ALL HIGH      AS LISTED BELOW:

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**(For Office Use Only)**

_____ Approved for distribution  _____ Community Relations Representative      Date	_____ <b>Not</b> Approved for distribution: Political Advertisement _____ <b>Not</b> Approved for distribution: No 501(c)3 or (4) IRS letter _____ <b>Not</b> Approved for distribution: Not of value to students _____ <b>Not</b> Approved for distribution: Not enough information provided _____ <b>Other:</b> _____
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**(For Campus Use Only)**

\_\_\_\_\_ Approved for distribution

Distribution Instructions: \_\_\_\_\_