



Seymour Public Schools
 98 Bank Street
 Seymour, CT 06483
 203.888.4564 x1904
 203.888.1704 (fax)

The Seymour Public Schools are happy to assist you in distributing your handouts in our schools. Handouts must be approved by the Superintendent of Schools and we must be provided with the information below before approval can be obtained. Approval is based on BOE Policy. **A copy of your handout must be attached to this form.**

The approval process takes several days, therefore we ask that you submit your request in a timely manner so "rush" requests can be avoided. Email (ldauerty@seymourschools.org) is recommended for the quickest turnaround. Your approval will be emailed to you.

Name

Organization

Address

Your email

Is your organization non-profit? Yes No

Will a fee be charged for this activity? Yes No

Description/Purpose of Flyer

Date of activity

Date you wish to distribute this handout

Please check the schools that are to receive this handout: BS CLS MS HS

Your signature

Date:

If your flyer is approved you are responsible for making copies and delivering them to the schools of your choice. The schools will be notified of your approval.

APPROVED **DENIED**

Superintendent: _____

Date: _____

We encourage you to take advantage of our Community Bulletin Board on the Seymour Public Schools website to advertise your activities instead of distributing paper copies. This will save you the cost of copies and is a great way to "get the word out". **You must submit a separate .pdf copy of your handout** so it can be posted on our district website.

Yes, please post my handout