

# Hamilton Heights Primary/Elementary School

## Community Information Flyer Approval Request

Hamilton Heights Primary and Elementary Schools are happy to promote community functions and events. We do, however, reserve the right to approve any and all information to be distributed to our students, parents, and staff (per HH School Board Bylaws and Policies 9700 – C). All community information flyers must be submitted for approval at least 1 week in advance. Not all flyers will automatically be sent home, but can be made available to students, parents, and/or staff. Please fill out all the information listed below and make sure you attach a copy of the flyer.

Name of Organization: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grades for which you want the flyers made available:

\_\_\_\_\_ K- 2      \_\_\_\_\_ 3-5      \_\_\_\_\_ Pre-K

Group for which you want the flyer made available:

\_\_\_\_\_ Student/Parent      \_\_\_\_\_ Parent      \_\_\_\_\_ Staff

You will be contacted within a week of approval or disapproval. Check to make sure the flyer contains a contact person with a phone number. Remember to attach a copy of the flyer that you are requesting to be approved.

### Action Taken:

\_\_\_\_\_ Approved as requested (flyer will be sent home with each child)

\_\_\_\_\_ Denied

\_\_\_\_\_ Approved for the following conditions:

\_\_\_\_\_ Parent information area

\_\_\_\_\_ Student information area

\_\_\_\_\_ Staff information area

\_\_\_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_