

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.

Note: If approved, flyers are distributed for students to take home on Wednesday of each week.

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

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: _____