



Alief Independent School District Flyer Distribution Form

The flyer **MUST** state:

This activity is not related to or sponsored by the Alief Independent School District.

Duplication of flyers is the responsibility of the organization requesting permission to distribute. The final decision concerning flyer distribution and the manner in which flyers are distributed 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. (This is usually the method used in middle and senior high schools.) **A copy of this signed form and a signed copy of the flyer must be delivered with each flyer you want distributed. No flyers will be distributed the first week of school or the last week of school.**

Please allow 5 school days for the processing of flyer approvals.

Name of Organization: _____

Name of Contact Person _____

501(c)(3) Number (please attach copy of statement) _____

Fax Number and e-mail address _____

Phone Number _____

Attach a copy of the flyer and check all schools where you wish to distribute the flyer. Copies delivered to the campuses must be done in stacks of 25. You may submit your request by emailing carmelita.battle@aliefisd.net or in person at the Public Relations Department located within the Alief ISD Administration Building (4250 Cook Rd., Houston, TX 77072).

Elementary Schools

- Alexander
- Best
- Boone
- Bush
- Chambers
- Chancellor
- Collins
- Cummings
- Hearne
- Heflin
- Hicks
- Holmquist
- Horn
- Kennedy
- Landis
- Liestman
- Mahanay
- Martin
- Outley
- Petrosky
- Rees
- Smith
- Sneed
- Youens

Intermediate Schools

- Budewig
- Klentzman
- Mata
- Miller
- Owens
- Youngblood

Middle Schools

- Albright
- Alief
- Holub
- Killough
- O'Donnell
- Olle

High Schools & Special Programs

- Hastings
- Elsie
- Taylor
- Kerr
- AECHS
- Hastings Ninth Grade Center
- Elsie Ninth Grade Center
- ALC
- Crossroads
- SOAR/LINC/NHS

- ALL CAMPUSES
- ALL ELEMENTARY SCHOOLS
- ALL INTERMEDIATE SCHOOLS
- ALL MIDDLE SCHOOLS
- ALL HS & PROGRAMS

Signature of Person Making Request _____

Date of Request _____

All the following criteria must be met for flyers to be considered for approval.

- ◆ For direct distribution, the group distributing the flyer must be identified by the Internal Revenue Service as a non-profit [501(c)(3)] organization. (You need to have documentation on file in our office verifying that you are a 501(c)(3) organization. If you are using a 501(c)(3) number from an organization that you share an affiliation with, you will need to supply a letter from that organization verifying your affiliation.)
- ◆ All content (text and graphics) on the flyer must be appropriate.
- ◆ No fundraising flyers are allowed from groups outside the school.
- ◆ The flyer must not cause disruption of the operation and discipline of the school.

(For Office Use Only)

Approved for Distribution

Not approved for direct distribution.
Please read accompanying letter.

Public Relations Specialist

Date