Office Use Only

School District No. 67 (Okanagan Skaha)

REQUEST FOR APPROVAL

FOR DISTRIBUTION/POSTING OF MATERIALS IN SCHOOLS

(FAX TO: 250-770-7730 OR EMAIL: lwalters@summer.com)

Date: _____

Type of Material:

☐ Poster ☐ Flyer ☐ Brochure ☐ Info. Package

Organization: _____

Contact person: _____ **Contact Phone #:** _____

Contact email: _____

Distribution:

Please tick 'x'	Grade level	# copies required
☐	Elementary	12
☐	Middle	5
☐	Secondary	4
☐	All Schools	21

Note: Sufficient materials must be provided.
Materials will not be distributed to each individual student.

Requests for approval may be submitted at any time but are reviewed as time/priority permits. Approved materials will be delivered by the School Board Office to the schools on Wednesdays only.

For Board Office Use

Decision: Approved / Denied

Date of Decision: _____

A – Students/front desk

B – School bulletin board

C – Staffroom/teachers

D – Other (specific)

_____

Ref: Doic Data/Forms/ RequestforApprovalDistributionMaterialsOct2011 07Oct2011/ lw