



Torrington Public Schools

Susan Fergusson
Assistant Superintendent

Susan M. Lubomski
Superintendent

REQUEST FOR APPROVAL

INFORMATION DISTRIBUTED TO STUDENTS BY OUTSIDE GROUPS

NAME OF ORGANIZATION:

PURPOSE OF DISTRIBUTION:

GRADES INVOLVED:

PERSON RESPONSIBLE:

ADDRESS:

TELEPHONE:

FAX or EMAIL:

DATE REQUESTED FOR DISTRIBUTION:

NOTE:

A copy of the flyer you would like to distribute **MUST be submitted with this approval sheet.

If approval is received, you must attach a copy of the approval form to each school bundle.

All hand-outs must be counted out in groups of 25 and clipped together.

For middle school distribution, please include one (1) additional bundle.

For office use only:

APPROVED

NOT APPROVED

- ___ distribute to schools/students
- ___ limited distribution to front office or faculty areas only
- ___ post to district website
- ___ post to social media sites: Face Book ___ Twitter ___

SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE

DATE

PLEASE SEE THE INFORMATION ON THE EDUCATIONAL SERVICES WEBSITE REGARDING BOE POLICY 7005 THAT GOVERNS THE DISTRIBUTION OF MATERIALS TO STUDENTS IN THE TPS. Only municipal agencies and qualifying non-profit organizations (501c3 status) with an educational, cultural, or civic purpose may apply to distribute materials. No advertising or private fundraising efforts will be considered.

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