



Torrington Public Schools

SUSAN FERGUSSON
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

REQUEST FOR APPROVAL

INFORMATION DISTRIBUTED TO STUDENTS BY OUTSIDE GROUPS

NAME OF ORGANIZATION:

Torrington Middle School: Fall Fest Committee

PURPOSE OF DISTRIBUTION:

To promote "Fall Fest V: TMS XXV," Friday, Oct. 19, 5:30-8:30 at TMS. (Partners: Torrington Library, Ruwet Farm)

GRADES INVOLVED:

Distribution to all elementary school students, each elementary school (free admission to elementary students)

PERSON RESPONSIBLE:

Angelo S. Calabrese

ADDRESS:

200 Middle School Drive, Torrington, CT 06790

TELEPHONE:

860-480-2946 - cell, or school voice-mail: 3110

FAX or EMAIL:

ascalabrese@torrington.org

DATE REQUESTED FOR DISTRIBUTION:

Friday, October 12, 2018

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:

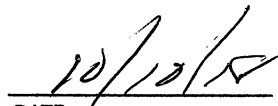
APPROVED

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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