



Torrington Public Schools

SUSAN FERGUSSON
ASSISTANT SUPERINTENDENT

SUSAN M. LUBOWSKI
SUPERINTENDENT

REQUEST FOR APPROVAL

INFORMATION DISTRIBUTED TO STUDENTS BY OUTSIDE GROUPS

NAME OF ORGANIZATION: Voya Financial Advisors

PURPOSE OF DISTRIBUTION: 403b Marketing-Stand out From the Crowd

GRADES INVOLVED: Staff only-all schools

PERSON RESPONSIBLE: Maureen Weir

ADDRESS: One Orange Way Windsor CT

TELEPHONE: 203-942-5387

FAX or EMAIL: maureen.weir@voyafa.com

DATE REQUESTED FOR DISTRIBUTION: March and April Various days

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 - *Staff only*

post to digital back on Parent Resources tab on district website



SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE

2.26.2019

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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