



Torrington Public Schools

Susan Fergusson
Assistant Superintendent

Susan M. Lubomski
Superintendent

REQUEST FOR APPROVAL

INFORMATION DISTRIBUTED TO STUDENTS BY OUTSIDE GROUPS

NAME OF ORGANIZATION:

Community Kitchen of Torrington Inc

PURPOSE OF DISTRIBUTION:

We are conducting a shoe drive for the benefit of the Kitchen.

GRADES INVOLVED:

All

PERSON RESPONSIBLE:

Marilyn Petitt

ADDRESS:

50 Wood St, Torrington, Ct 06790

TELEPHONE:

860 4820356

FAX or EMAIL:

mlpetitt@optonline.net

DATE REQUESTED FOR DISTRIBUTION:

May 1, 2019

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

4/22/19
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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