



Torrington Public Schools

REQUEST FOR APPROVAL

INFORMATION DISTRIBUTED TO STUDENTS BY OUTSIDE GROUPS

NAME OF ORGANIZATION: EdAdvance School Age Programs – Summer Adventure

PURPOSE OF DISTRIBUTION:

- to distribute electronically &/or to send a handout home with each student to inform families of the School Age Programs – BASES (Before & After School Enrichment Services) available to all Torrington elementary students
- to include this Information on your district & schools’ websites (Parent Resources)
- to include this information in your elementary school newsletters and/or your parent e-mail alert blasts

GRADES INVOLVED: *K-5 (12yrs old)*

PERSON RESPONSIBLE: *Debbie Cashman / Melissa Viscariello*

ADDRESS: *355 Goshen Rd, Litchfield Ct 06759*

TELEPHONE: *860-567-0863 or 800-852-4314 ext.1167* **FAX:** *860-567-3381*

EMAIL: *cashman@edadvance.org*

DATE REQUESTED FOR DISTRIBUTION: *ASAP*

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 digital back on Parent Resources tab on district website

S M C

SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE

3.27.2019

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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3/26/15

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