



# Torrington Public Schools

SUSAN M. LUBOMSKI  
ASSISTANT SUPERINTENDENT

DENISE L. CLEMONS  
SUPERINTENDENT

## REQUEST FOR APPROVAL

INFORMATION DISTRIBUTED TO STUDENTS BY OUTSIDE GROUPS

**NAME OF ORGANIZATION:** THS Ceramics Club in conjunction with The Community Kitchen of Torrington

**PURPOSE OF DISTRIBUTION:** To inform TPS staff of the upcoming fundraising event to benefit The Community Kitchen of Torrington. THS Ceramics Club makes bowls and provides servers and support staff for the event. The event has been supported by the Torrington community and TPS staff for many years; I would like to inform the staff of the event as soon as possible.

**GRADES INVOLVED:** None. The pamphlet will be distributed to TPS staff and faculty via email and perhaps hung in the various buildings.

**PERSON RESPONSIBLE:** Mary DeMarchi

**ADDRESS:** THS

**TELEPHONE:** x2165/3418

**FAX or EMAIL:**

**DATE REQUESTED FOR DISTRIBUTION:** As soon as possible to distribute the flyer. Two follow up emails before the event are requested as well.

**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

SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE

10.1.2018

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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