



# 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:** White Memorial Conservation Center

**PURPOSE OF DISTRIBUTION:** to let kids know about upcoming educational activities @ White Memorial

**GRADES INVOLVED:** 1st-6th

**PERSON RESPONSIBLE:** Carrie Swed, Education Director

**ADDRESS:** 80 Whitehall Rd, Litchfield, CT 06759

**TELEPHONE:** 860-567-0857

**FAX or EMAIL:** Carrie@whitememorialcc.org

**DATE REQUESTED FOR DISTRIBUTION:**

**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

SM  
SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE

2/5/19  
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.

355 MIGEON AVENUE  
TORRINGTON, CONNECTICUT 06790  
www.torrington.org • (860) 489-2327 • fax (860) 489-0726

The Torrington Board of Education does not discriminate in any of its programs, activities or employment practices on the basis of any protected class status.