



## Torrington Public Schools

SUSAN FERGUSSON  
INTERIM ASSISTANT SUPERINTENDENT

SUSAN M. LUBOMSKI  
SUPERINTENDENT

### REQUEST FOR APPROVAL

INFORMATION DISTRIBUTED TO STUDENTS BY NON-PROFIT, OUTSIDE GROUPS

**NAME OF ORGANIZATION:**

**SHORT ACTIVITY DESCRIPTION:**

**GRADES INVOLVED:**

**PERSON RESPONSIBLE:**

**ADDRESS:**

**TELEPHONE:**

**FAX or EMAIL:**

**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.

- 
- distribute to schools/students
  - limited distribution to front office or faculty areas only
  - post to website
  - post to social media sites ( Facebook, Twitter)

---

SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE

---

DATE

APPROVED

NOT APPROVED

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.*

**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.*