

Application for Distribution of Non-School Material

NCISD Board Policy GKDA allows for the distribution of certain non-school literature in the form of flyers on school campuses or other District property. Organizations that wish to submit a flyer for distribution must do so in accordance with Board Policy GKDA and the following procedures. If a flyer is approved for distribution, it is the responsibility of the requesting organization to provide the school with copies of the flyers. The time, location, and means by which an approved flyer is distributed is at the discretion of the campus principal, however, the term “distribution” as used in this procedure generally means placing items in the area designated at each campus for the dissemination of non-school related materials. If the materials are approved for distribution, the requesting organization must provide the facility with the materials to be distributed, and they will be placed in the designated distribution area. Please contact the school prior to delivering flyers for guidance on delivery. A copy of this signed form must be delivered with each set of flyers you would like placed in the distribution area.

All of the following criteria must be met for flyers to be considered for approval/distribution:

- Flyers must contain the disclaimer: *New Caney Independent School District has approved the distribution of this flyer as a community service. The District is not a sponsoring organization for this activity. No endorsement of the products or services by the District is stated or implied.* **Spanish Translaction:** *El Distrito Escolar Independiente de New Caney ha aprobado la distribución de este folleto como un servicio comunitario. El Distrito no es una organización patrocinadora de esta actividad. Ningún endoso de los productos o servicios por parte del Distrito está declarado o implícito.*
- May contain the name and contact information of the sponsoring organization but should not contain advertising logos or promotions for any business/organization other than the approved entity.
- The flyers must be for an activity for students.
- The group distributing the flyers must be identified by the Internal Revenue Service as a non-profit 501(c)(3) organization.
- The material on the flyer(s) must be age and/or developmentally appropriate for students.
- No fundraising flyers are allowed from groups outside the school.
- The flyer(s) must not cause disruption of the operation and discipline of the school.
- Per Board Policy GKB (Local), advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication. Advertising is a communication designed to attract attention or patronage by the public or school community and communicated through means under control of the District in exchange for consideration to the District.
- Contents of flyers must meet the requirements set forth in Board Policy GKDA (Local). The District shall approve or reject the proposed flyer in accordance with those requirements.
- Approvals will be valid for 30 days after approval date.

Organization Name _____ 501(c)(3) # _____

Contact Person _____

Name/Title of Flyer _____ Date of Request _____

Phone Number _____ Email _____

Attach a copy of the flyer and select all schools at which you wish to distribute the flyer. You may submit your request by email to Daniel Salinas at dsalinas@newcaneyisd.org or in person at the NCISD Administration building located at 21580 Loop 494, New Caney, TX, 77357.

<input type="checkbox"/> All Elementary	<input type="checkbox"/> All Middle	<input type="checkbox"/> All High			
<input type="checkbox"/> Bens Branch Elementary	<input type="checkbox"/> Brookwood Forest Elementary	<input type="checkbox"/> Crippen Elementary	<input type="checkbox"/> Dogwood Elementary	<input type="checkbox"/> Kings Manor Elementary	<input type="checkbox"/> New Caney Elementary
<input type="checkbox"/> Oakley Elementary	<input type="checkbox"/> Porter Elementary	<input type="checkbox"/> Sorters Mill Elementary	<input type="checkbox"/> Tavola Elementary	<input type="checkbox"/> Valley Ranch Elementary	<input type="checkbox"/> Keefer Crossing Middle School
<input type="checkbox"/> New Caney Middle School	<input type="checkbox"/> Woodridge Forest Middle School	<input type="checkbox"/> White Oak Middle School	<input type="checkbox"/> Porter High School	<input type="checkbox"/> New Caney High School	<input type="checkbox"/> Infinity Early College High

**For office use only*

Approved for distribution

NOT approved for distribution