



THE PROCEDURE FOR FLYERS TO BE DISTRIBUTED IN OUR SCHOOLS IS AS FOLLOWS:

- 1. MAIL OR DROP OFF THE ORIGINAL FLYER TO THE ADMINISTRATION OFFICE WITH THE RECEPTIONIST AT 150 PARK AVENUE. PLEASE LEAVE A CONTACT NAME AND PHONE NUMBER. FAXES ARE NOT ACCEPTABLE.**
- 2. ALLOW 3 BUSINESS DAYS TO PROCESS. YOU WILL BE CALLED WHEN IT'S READY TO BE PICKED UP OR WHEN IT'S MAILED.**
- 3. THE FOLLOWING DISCLAIMER MUST APPEAR ON THE FLYER:**

“Distribution of this flyer is for informational purposes only. The Amityville School District does not endorse the program, its employees or any individual associated with the program.”

- 4. THE FLYER MUST BE DUPLICATED WITH THE INITIALS OF THE APPROVING ADMINISTRATOR OF THE AMITYVILLE SCHOOL DISTRICT OR IT WILL NOT BE ACCEPTED BY THE SCHOOLS.**
- 5. ONCE APPROVED, THE FLYER WILL BE MAILED OR LEFT WITH THE RECEPTIONIST TO BE PICKED UP.**
- 6. APPROVAL OF THE FLYER DOES NOT MEAN YOU HAVE APPROVAL TO USE OUR FACILITIES. IF YOU WISH TO USE OUR FACILITIES, YOU MUST CONTACT THE BUSINESS OFFICE FOR THE APPROPRIATE PAPERWORK AND SUBSEQUENT APPROVAL OF THE BOARD OF EDUCATION.**

THANK YOU FOR YOUR COOPERATION.