



Flyer Request Form

The primary focus of the North Canton City School District is the growth and achievement of our student body, preparing our young people for success in college, the workforce or service in our military. NCCS also recognizes that we have a long-standing tradition of cooperation with community agencies that contribute toward preparing young people to be successful in today's society. Therefore, we also try to accommodate the needs of certain external (non-school sponsored) organizations in making students and parents aware of additional opportunities for growth and development.

The following is the procedure for disbursement of flyers/brochures/announcements from external (non-school sponsored) groups to students/parents using district channels (Schoology, distribution within school buildings, etc.):

1. Any request from outside organizations to disburse information (flyers, brochures, etc.) to students/parents requires prior approval of the Assistant Superintendent.
2. The Assistant Superintendent considers each request on a case-by-case basis.
3. A sample must be made available for review.
4. All flyers/brochures/announcements must contain the following phrase:

**APPROVED FOR DISTRIBUTION
NOT ENDORSED BY NORTH CANTON CITY SCHOOLS**

5. Please print and fill out the attached request form, upload and email with a sample copy of your flyer/brochure/announcement to Julie.crawford@northcantonschools.org. Use the subject line: COMMUNITY ANNOUNCEMENT.

OR

Mail to:
North Canton City Schools
Attn: Community Announcement
525 7th Street NE
North Canton, OH 44720

OR

Drop off:
At the District Office
525 7th Street NE
North Canton, OH 44720
Enter through door #25

Office of the Assistant Superintendent
525 Seventh St. NE, North Canton, OH 44720
330-497-5600



Approval Form for Disbursement of Information from External Groups

Date of Request: _____

Company/Organization: _____

Contact Person: _____ Phone: _____

Email address: _____

Address: _____

Seeking approval for *(check all that apply)*:

- Disburse flyer/brochure to students *(Note: In order to decrease the often overwhelming amount of paper that our students' parents receive, paper copy flyers will only be distributed to students in grades PreK – 5 and will only be approved for distribution on a **VERY LIMITED** basis)*
- School building display/countertop only *(approved on a limited basis)*
- NCCS District Website Announcement *(Website announcements will be posted on Fridays or the last school day of the week & a link to that announcement will be included in our weekly newsletter that is emailed to all NCCS parents.)*
- Disburse information to school employees via email *(approved on a very limited basis)*

<u>Distribute to Grades</u> <i>(circle all that apply):</i>													
PreK	K	1	2	3	4	5	6	7	8	9	10	11	12

(Copy of flyer/announcement must be submitted for pre-approval – please attach to this form)



For Office Use

Approved: _____ Date: _____
(Signature)

Rejected: _____ Date: _____
(Signature)



Your information was not approved because it does not comply with the district policy or administrative guideline checked below:

- AG 9700A
- PO5830
- PO8800
- PO 5722
- PO 9700

