



San Lorenzo Valley Unified School District

Working Together To Make Certain ALL Students Learn

FLYER REQUEST APPROVAL FORM

PLEASE ALLOW ONE WEEK FOR FLYER APPROVAL PROCESS

Criteria & Eligibility for Flyers

1. Group or organization **MUST be non-profit.**
2. Scholarships **MUST** be available. (If appropriate to announcement)
3. The function/event **MUST be school related** whose objective and functions are within the purposes of public education, i.e., public recreation programs, Girl Scouts, Boy Scouts, 4-H, Little League, etc.
4. Flyers **MUST be approved** by the Superintendent's Office **prior to posting to website.**
5. The flyer **SHOULD include a Spanish translation** for our Spanish speaking parents.

Name: _____

Contact Preference - Telephone: _____ or Email: _____

Organization: _____

Description of Organization: _____

Description of Activity: _____

Is this a Non-Profit Organization? Yes No

If you answered yes to the question above – Our Non-Profit Number is: _____

Are scholarships available? Yes No

Flyer Approval Request Instructions:

1. Individuals or organizations may:
 - a. Hand deliver a hard copy to the Superintendent's Office (with Flyer Approval Form completed)
 - b. Fax a copy to 831-336-9531 – Attention: Vickie (with Flyer Approval Form completed)
 - c. Email (*preferred*) a copy to vbergquist@slvusd.org (with Flyer Approval Form completed)

PLEASE NOTE: Upon approval, a pdf version of your flyer **MUST** be emailed to vbergquist@slvusd.org to be included in the Community Opportunities website.

2. After flyer review, you will be notified of the decision by either email (preferred) or phone.
3. The Superintendent's Office will post the approved flyer in the "Community Opportunities" google website.

FOR OFFICE USE ONLY

Date Flyer Submitted: _____ Flyer Approved: Yes No

Signature of Superintendent or Designee: _____

Effective: May 14, 2013