

**SCHOOL DISTRICT OF NEW LONDON**  
**REQUEST FOR PERMISSION TO ELECTRONICALLY DISTRIBUTE FLYERS**

The electronic distribution of published material by non-school organizations within the schools is prohibited without written permission of the District Administrator or his/her delegate. Published materials would include posters, circulars, advertisements, and similar items. Permission to distribute published material will be granted only to non-profit organizations. Such organizations must have a significant portion of their clientele residing within the School District of New London boundaries.

1. All flyers/posters must have written permission of the District Administrator or his/her designee for distribution or posting.
2. The party seeking permission must provide a copy of the item at the time of request.

Name of Organization: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

We agree to the requirements listed above and request permission to:

1.  **Distribute flyers electronically:**  
**via weekly parent e-mail to students at: (check all that apply)**  
 Parkview       Lincoln       Readfield       Sugar Bush  
**via announcement webpage: (check all that apply)**  
 Intermediate/Middle School—Grade 5-8  
 High School—Grade 9-12  
**via Facebook:**
  
2.  **Post a flyer/poster or set out hard copies of flyer at: (check all that apply)**  
**NOTE: organization must provide hard copies**  
 Parkview       Lincoln       Readfield       Sugar Bush  
 Intermediate/Middle School       High School

Dated: \_\_\_\_\_

\_\_\_\_\_  
Representative Signature

**Approved**       **Denied**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Authorization