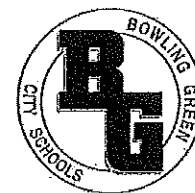


# Request for Distribution of Information/Brochures/Materials and/or Affiliated Organization Fundraising Project Approval Form via the Bowling Green City School District



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

Department, if applicable: \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Is this a FUNDRAISER run by BG City School staff/students/affiliated organizations (such as booster organization, support group, etc.) OR a FUNDRAISER to benefit BG City School students/affiliated organizations?

(circle one) YES NO

If YES, purpose of the project/event? \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
Building Principal Athletic Director, if applicable

     A copy of the information/brochure/material(s) must be attached to this request form prior to approval.

If the Superintendent of Schools approves this request for distribution, the preferred method of distribution will be via E-mail to parents. A clean copy of the information — to be scanned by BGCS staff — must be submitted, plus additional paper copies for those students without email. If the Superintendent approves paper distribution, sufficient copies must be counted and packaged for the individual schools. Distribution numbers are available at the Administrative Offices, 137 Clough Street, Bowling Green. Approved flyers along with a copy of the approval with Superintendent's signature must be delivered to each building by the person/group requesting the distribution. Individual buildings will then send the approved information home with students on Fridays. Please plan accordingly.

Intended Distribution:

|          |       |   |    |    |    |   |   |
|----------|-------|---|----|----|----|---|---|
| Students | Grade | K | 1  | 2  | 3  | 4 | 5 |
|          | Grade | 6 | 7  | 8  |    |   |   |
|          | Grade | 9 | 10 | 11 | 12 |   |   |
| Teachers | Grade | K | 1  | 2  | 3  | 4 | 5 |
|          | Grade | 6 | 7  | 8  |    |   |   |
|          | Grade | 9 | 10 | 11 | 12 |   |   |

Post at School Buildings Yes No

Additional Comments: \_\_\_\_\_

Date Received at Administrative Offices \_\_\_\_\_

Permission Status  GRANTED  DENIED

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_