



**Los Alamos
Public Schools**

**Permission for Distribution and/or
Posting of Materials**
1140R Addendum 1

Name of Organization: _____

Contact Person: _____ Position in Organization: _____

Phone Number: _____ Cell Number: _____ Email _____

Is this a non-profit organization? Yes No Submit non-profit status one time only

Is this material intended, directly or indirectly, to promote a fund-raising activity? Yes No

Title of Material: _____

Expiration date of material: _____

Type of Material: Flier Poster Brochure Other _____

Distribution/Posting: Website Posting Posting Teachers Placement in Staff Room

Grade Level: Elementary Middle School High School Selected Grade _____

Explain the education, social or recreational value this program or event is providing to students:

The following disclaimer shall be printed in no smaller than 10 point boldface type on the front of the material/poster to be distributed/posted.

“The Los Alamos Public Schools neither endorses nor sponsors the organization or activity promoted in this document. The distribution of this material is provided on an equal basis as a community service.”

Please Note:

- Materials are not sent home with students but can be made available for voluntary pick-up in the school office or other designated areas.
- Materials will be placed on the district website under For Parents >Fliers & Brochures.
- Permission to distribute is not transferrable to any other material. Written approval must be obtained for each flier, poster, and or brochure.
- Submit the Permission form along with a PDF file of the material to fliers.posters@laschools.net
- A copy of the approved form must be presented with the materials to each school site.

Contact Person Signature

Date

For District Use Only

School District Approval

Approved

Denied

District Authority

Date