

**Hamilton Township School District
Mays Landing, New Jersey**

Request for Flyer/Bulletin Distribution

2017-2018 School Year

Important:

Only flyers/bulletins from “not-for profit” organizations described as 501(c)(3) Charitable Organizations will be considered for approval.

If you are a “Not-for-Profit Organization, please do the following:

- 1. Complete the attached paperwork and return it with a copy of your flyer for approval to the Superintendent’s office via facsimile at 609-625-4847 or via e-mail to Terry Vogt, Administrative Secretary to the Superintendent at vogtt@hamiltonschools.org.**
- 2. You will be notified once your flyer has been approved.**
- 3. Your organization is responsible for making copies and delivering them to the involved school(s). Please refer to the attached document for the number of copies you will need to make for each school(s). Your Organization will deliver good quality, appropriately counted/clipped copies to the main office of the involved school(s), at least three days in advance of distribution.**

Hamilton Township School District
Request to Supply Flyer/Bulletin to Students

To be completed by requesting organization:

To: Frank Vogel, Superintendent

From: _____ / _____
Name of Organization **Contact Person**

Phone **E-Mail Address**

This form must be submitted ten school days prior to flyer being provided to students. Attach flyer to this form.

Flyer will be provided to the following grades (check to indicate):

<input type="checkbox"/>	Pre-K & K	<input type="checkbox"/>	3 rd	<input type="checkbox"/>	6 th
<input type="checkbox"/>	1 st	<input type="checkbox"/>	4 th	<input type="checkbox"/>	7 th
<input type="checkbox"/>	2 nd	<input type="checkbox"/>	5 th	<input type="checkbox"/>	8 th
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Distribution to Teachers only	<input type="checkbox"/>	Distribution to District Staff	<input type="checkbox"/>	Other

To be completed by Superintendent:

_____ approved _____ not approved _____ date

Signature of Superintendent

Note:

1. Flyers must be provided to schools three school days before requested distribution date.
2. Flyers are to be of good copy quality.
3. Flyers are to be counted out and clipped packs as indicated. Fifty extra flyers will be provided and marked "Extra."
4. Flyers are to be delivered to the main office of the school.
5. School personnel will place flyers in teacher's mailboxes for distribution to all students.

cc: School

Hamilton Township School District
Enrollment Data to Be Used for Flyer/Bulletin Distribution

Shaner School

<u>Grade</u>	<u># Flyers/Bulletins</u>
Pre-K	3 packs of 15
Kindergarten	13 packs of 25 2 packs 12
1 st Grade	13 packs of 25 2 packs of 12

Hess School (Mrs. LoPresto's Office) (Pre-K and 2nd-5th Grades)

<u>Grade</u>	<u>#Flyers/Bulletins</u>
Pre-K	2 packs of 36 1 pack of 22 1 pack of 10 1 pack of 20
House A	22 packs of 26

Hess School (Mrs. Neff's Office)(2nd-5th Grades)

<u>Grade</u>	<u>#Flyers/Bulletins</u>
House B and House C	32 packs of 28
Special Needs	5 packs of 15

Davies School

<u>Grade</u>	<u>#Flyers/Bulletins</u>
6 th Grade	17 packs of 28
7 th Grade	16 packs of 27
8 th Grade	16 packs of 28
Self -Contained	5 packs of 15