

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

Procedure: Request to Supply Flyer/Bulletin to Students

2016-2017 School Year

Organization will submit flyer/bulletin to Superintendent for approval (ten working days in advance of flyer being given to students), using appropriate request form.

Important Note - Bulletins/flyers from non-profit student-oriented organizations only will be considered.

Organization will return in two school days to pick up request.

Organization will deliver good quality, appropriately counted/clipped copies to the main office of the involved school, at least three days in advance of distribution.

School personnel will place flyers in teachers- mailboxes for distribution to all students.

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	2 packs of 15
Kindergarten	13 packs of 25 1 pack 5 1 pack 12
1 st Grade	14 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