

SOUDERTON AREA SCHOOL DISTRICT
District Administration Offices
760 Lower Road
Souderton, PA 18964
Phone: 215-723-6061, Ext. 200
Fax: 215-723-8897
Web site: www.soudertonsd.org

REQUEST FOR DISTRIBUTION OF INFORMATION TO SASD STUDENTS FROM NON-PROFIT ORGANIZATIONS WITHIN THE SOUDERTON AREA SCHOOL DISTRICT

The Superintendent reserves the right to approve/deny distribution of information to Souderton Area School District students from non-profit organizations.

- Procedure:**
1. Submit request to Superintendent **at least 2 weeks in advance** of event, along with a copy of the flyer. A decision will be made within 3 business days and you will be contacted via email with the Superintendent's decision.
 2. **If approved, the flyer must be prepared in packets for distribution to classrooms and delivered to the appropriate school(s). Enrollment figures will be given to the organization upon approval. Secondary schools will only accept the flyer in a jpg. format.**
 3. Building principals will be contacted by the Superintendent's office to alert them of the approval of the flyer distribution.

Organization _____

Contact Person _____

Contact's Address _____

Phone _____ Fax _____

Email Address _____

Distribution Date of Flyers (must list date) _____

School(s) to be distributed to _____

Specific grades for distribution _____

(DISTRICT OFFICE USE ONLY)

Approved _____ Denied _____ Date _____

Superintendent's Signature _____

Contacted Organization _____ Notice to Principals _____

JPG. Format Sent to MS _____ HS _____