



**Lamar Consolidated ISD
Community Relations Department
District Flyer Distribution
2011-2012**

Date:	Tax Exempt #:						
Name of Non-Profit Organization:							
Subject of Flyer:							
Distribution Information: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> All Elementary schools</td> <td style="width: 50%; border: none;"><input type="checkbox"/> All Junior High schools (front office only)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> All Middle schools(front office only)</td> <td style="border: none;"><input type="checkbox"/> All High Schools (front office only)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Specific Schools:</td> <td style="border: none;"><input type="checkbox"/> District Website</td> </tr> </table>		<input type="checkbox"/> All Elementary schools	<input type="checkbox"/> All Junior High schools (front office only)	<input type="checkbox"/> All Middle schools(front office only)	<input type="checkbox"/> All High Schools (front office only)	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> District Website
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Contact Person:	<div style="text-align: center;"><i>For Lamar Consolidated ISD Use Only</i></div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Tax Exempt on File</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Proper disclaimer</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Flyer meets all LCISD guidelines</td> <td style="border: none;"><input type="checkbox"/> LCISD Internal Flyer</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Accept</td> <td style="border: none;"><input type="checkbox"/> Reject</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">Signed by: _____ Christy Willman, Executive Director</p>	<input type="checkbox"/> Tax Exempt on File	<input type="checkbox"/> Proper disclaimer	<input type="checkbox"/> Flyer meets all LCISD guidelines	<input type="checkbox"/> LCISD Internal Flyer	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
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Phone No.:							
Email:							
Fax:							
Address:							

Lamar CISD has approved the above party to distribute the attached fliers to LCISD schools. **The fliers should be pre-bundled in stacks of 25 and labeled by school. The school count is attached. You can either distribute the fliers directly at the campus or deliver to LCISD Mail Center for distribution in their mailboxes.** The Mail Center is located at Graphic Arts Development Center, 930 E. Stadium Dr., Rosenberg, TX. Call Margaret Leger to schedule a drop off at (832) 223-0340. If there should be any question in reference to this, please contact the Community Relations Department at 832-223-0330.

Flyer must be submitted for approval 2-weeks prior to event. The first day we will accept flyer request will be September 6, 2011 and the last day for submittal for this school year is May 12, 2012.

Please attach a copy of this document with school name for each campus receiving printed materials.

All flyers must have the following **disclaimer** statement printed at the bottom of the flyer in **bold, capital letters**. This disclaimer should be no less than a twelve (12) pt size font.

“THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY LAMAR CISD.”

Please fax this form to 832-223-0331 or email to ncrump@lcisd.org or cwillman@lcisd.org