



**ISD 199 Distribution of Materials
Authorization Request Form**

Inver Grove Heights Community Schools-District Office
2990 80th Street East
Inver Grove Heights, MN 55076

District Use Only
Tracking Number _____
Approved 2019-20 _____

Request made by _____ Date _____

Organization _____

Address _____

Home Phone _____ Work _____ Cell _____

E-mail _____ Fax _____

Purpose of Material _____

A PDF copy of the flyer must be submitted.

Please e-mail a PDF copy of the flyer, no bigger than 2MB, with the disclaimer below to ighflyers@isd199.org

Grade level the flyer should be distributed to: (Check all that apply)

K-5 Elementary

6-8 Middle School

9-12 High School

Date flyer expires _____ (Flyers will automatically be set to expire if no date is specified)

ISD 199 Procedures for Distributing Materials in Schools

1. The flyers **must** include the following information:
 - The name of the community organization or school
 - Name, address and phone number of person to contact for more information
 - The disclaimer **“This activity is not sponsored by ISD 199”** must be visible on the flyer
2. A PDF copy, no larger than 2MB, with the disclaimer, must be electronically submitted to ighflyers@isd199.org within 2 weeks of requested online distribution.
3. To save this Authorization Request Form and submit it electronically use SAVE AS and rename the authorization request form using the organization and date of the request.
4. For elementary schools: Community organizations can provide elementary schools a small quantity of 10-15 flyers per site, to have available for families requesting a paper copy.
5. For secondary schools: Students will be reminded to check the e-Flyer site and a link to the e-Flyer site will be included in daily announcements.

ISD 199 has created the e-flyer web page in order to share information on upcoming activities and events from community organizations and groups. This process will help reduce the number of unsolicited flyers sent home to families and be more environmentally friendly. ISD 199 does not sponsor these activities and reserves the right to modify these procedures as necessary. Flyer approval or denial will be made by the superintendent or designee. Approval from another school district does not constitute ISD 199 approval. Approved postings will be listed on the district's website.