



WEST CLERMONT LOCAL SCHOOL DISTRICT

Our mission is to ensure all students achieve academic excellence in a safe environment supported by parents and the community.

Gary E. Brooks, Ed.D.
SUPERINTENDENT

Alana Cropper, CPA
TREASURER

Flyer Distribution Request Form

The West Clermont Board of Education has a policy (File KJ) regarding advertising in the schools:

Notices, advertisements, or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the Superintendent or designee.

The superintendent’s designee is the Communications Director. It is the responsibility of all **User Groups—commercial, non-profit and school groups including sports, arts, and academic programs**—to request and obtain the approval of the flyer or material **prior to** distribution.

To request approval, please complete the form below and deliver it to the Communications Director along with a copy of the flyer that you wish to distribute.

The form can be copied from www.westcler.org.
Fax 513-752-6158, email oakes_s@westcler.org, or mail to 4350 Aicholtz Road, Cincinnati 45245.

After the Director of Communications approves the request, it is the responsibility of the User Group to provide the necessary amount of copies of the flyer to be distributed at the school. We ask that you provide copies in packs of 30 to make it easier to distribute to classrooms. Thank you.

Please attach the flyer to this request form.

Date: _____ Name: _____

Organization: _____

Address: _____

City and Zipcode: _____

Daytime telephone number: _____ Email: _____

Date for distribution: _____

In consideration for the privilege to distribute the materials, the West Clermont Local School District shall be held harmless from any cause of action, claim or petition filed in any court Administrative Tribunal arising out of the distribution of these materials, including all costs, attorney’s fees and judgments or awards.

For office use only:

Request Received _____ Date Approved _____