

WEST SHORE SCHOOL DISTRICT

507 Fishing Creek Road ◼ P.O. Box 803 ◼ New Cumberland, Pennsylvania 17070-0803

www.wssd.k12.pa.us

**Request for Distribution of Fliers**

This form must accompany a copy of the flier in its final form to be considered for approval. General guidelines are printed on the reverse side of this form. The West Shore School District requires two (2) weeks for review of the flier. If you have any questions, please contact Dr. Ryan Argot at the Administration Center for Education (717-938-9577, ext. 238) or via email, rargot@wssd.k12.pa.us with “FLIER REQUEST” in the Subject Line.

|  |  |
| --- | --- |
| Name of Organization/Business |       |
| Title of Flier |       |
| Educational Purpose of Flier |       |
| Contact Person |       |
| Address |       |
| Phone Number |       | Email |       |

**Schools Requested:**

|  |  |  |
| --- | --- | --- |
| **ELEMENTARY SCHOOLS (K-5)** | **MIDDLE SCHOOLS (6-8)** | **HIGH SCHOOLS (9-12)** |
| [ ]  ALL Elementary Schools**ONLY Schools Checked Below**[ ]  Fairview School [ ]  Fishing Creek [ ]  Highland [ ]  Hillside [ ]  Newberry[ ]  Red Mill[ ]  Rossmoyne [ ]  Washington Heights  | [ ]  ALL Middle Schools**ONLY Schools Checked Below**[ ]  Allen [ ]  Crossroads [ ]  New Cumberland  | [ ]  ALL High Schools**ONLY Schools Checked Below**[ ]  Cedar Cliff [ ]  Red Land  |
| Requested Date of Distribution |       |

**For middle school and high school fliers only:**

Announcement to be read over the public address system.*(2-3 sentence maximum):*

|  |
| --- |
|       |

**Initials \_****\_** *It is specifically understood that approval of display of these materials is in no way an endorsement of such services, activities, and/or products by the West Shore School District.*

|  |
| --- |
| **(DISTRICT OFFICE USE ONLY)**Approved \_\_\_\_\_\_\_\_ Disapproved \_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organization contacted *(date)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notice to Principals *(date)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |