Request for Flyer Distribution Approval

Name of Person Requesting __________________________ Date of Request ______

Organization Name _______________________________________________________

Phone __________________________ Email _________________________________

Is your organization non-profit? ☐ No ☐ Yes

Your organization’s IRS issued 501 (c)(3) non-profit number: ___________________ 

Requested date for flyer distributions (Tuesdays): ____________________________

Distribution requested for:

Schools: ☐ All ☐ Bridgeport ☐ Cedarcreek ☐ Emblem
☐ Foster ☐ Helmers ☐ Highlands ☐ Mountainview
☐ North Park ☐ Plum Canyon ☐ Rio Vista ☐ Rosedell
☐ Santa Clarita ☐ Skyblue Mesa ☐ Tesoro ☐ West Creek

Grades: ☐ All ☐ TK ☐ K ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th
☐ All Students ☐ Female ☐ Male
☐ Classified Staff ☐ Certificated Teachers

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Email proposed flyer in a PDF format (both English and Spanish) to Sue Guinn at sguinn@saugususd.org along with this notice and your current IRS Non-Profit Letter. You will be contacted by email if your flyer is approved or needs revision. When approved, distribution instructions will be sent to you. All flyers will be uploaded electronically for distribution in the school newsletters. For sites requiring paper copies, you must deliver them to the school sites. If you have additional questions, please contact Sue Guinn at the above email or 661-294-5300.

** Flyer Requests are for one-time distribution approval only **