

# CARMEL UNIFIED SCHOOL DISTRICT

## APPROVAL REQUEST FOR FLYERS

Phone: (831) 624-1546

Fax: (831) 626-4052

E-mail: [tzarevich@carmelunified.org](mailto:tzarevich@carmelunified.org)

**This form is located online under *Forms for Public* at: [www.carmelunified.org](http://www.carmelunified.org)**

### PLEASE NOTE:

- Distributing a continuing flow of flyers via our classrooms is disruptive to the instructional program; therefore **only notices sponsored by recognized non-profit organizations** will be considered and posted in the Office & on the Webpage only. *Please attach a copy of your flyer to this request and email to [tzarevich@carmelunified.org](mailto:tzarevich@carmelunified.org)*
- Please be sure the required wording (below, in box) is printed on each flyer. If you are unable to pre-print the required wording on your flyers, you are welcome to cut and paste the required disclaimer (*shown below*) to your flyer.



### **MUST BE PRINTED ON ALL FLYERS**

Carmel Unified School District neither endorses nor sponsors the organization or activity represented in this document.



(Note: If you are also sending to PGUSD & MPUSD you can only include PGUSD & CUSD in the disclaimer wording)

GROUP NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

EVENT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

**Non-Profit Number:** \_\_\_\_\_ (required for approval)

**Signature indicates that you understand above stated conditions:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **SCHOOL SITE(S) REQUESTED:**

### **ALLOWED ACTION:**

#### ***High Schools***

\_\_\_ Carmel High  
\_\_\_ Carmel Valley Continuation High

(Posting in Office & Webpage Only)  
(Posting in Office & Webpage Only)

#### ***Middle School***

\_\_\_ (Posting in Office & Webpage Only)

#### ***Elementary Schools***

\_\_\_ Capt. Cooper (Posting in Office & Webpage Only)  
\_\_\_ River (Posting in Office & Webpage Only)  
\_\_\_ Tularcitos (Posting in Office & Webpage Only)

#### ***Pre-School Programs***

\_\_\_ (Posting in Office & Webpage Only)

===== **FOR DISTRICT USE ONLY** =====

**APPROVAL:** \_\_\_\_\_

**NOT APPROVED:** \_\_\_\_\_

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Please see attached instructions

**Please refer to the instructions below for the process of flyers:**

**Please submit electronically all flyer and approval requests to Tricia Zarevich – [tzarevich@carmelunified.org](mailto:tzarevich@carmelunified.org)**

- Once received, I will review at my earliest convenience and approve/deny at that time.
- If approved, I will email the contact party listed on the request approval, at which time they can print a copy of the approval and attach to the flyer. An approval must accompany each flyer for each site; we do not distribute flyer copies to the children, only post online and on a bulletin board at each site.
- Once you have a copy of the approval attached to each flyer for each site requested you can deliver to each site chosen for posting on their bulletin board, or you can deliver your copies to the District Office for inter-office mail. Please note we will not be able to make copies, nor label for you, and the copies will not be distributed if they do not have an approval attached to them.
- From May 5<sup>th</sup> (end of each school year) to September 1<sup>st</sup> (beginning of school year) we will not accept flyers due to the demands of opening/closing of schools, we apologize for any inconvenience and thank you for your time and understanding.