



Application for Flyer Distribution to Students at SFISD For Non-Profit 501c3 Organizations & Organizations that do not charge for their services

Name of Organization Submitting the Flyer: _____

Contact Person: _____ Phone: _____

Date: _____ Email: _____

The following criteria must be met for flyers to be approved for distribution:

- The flyer **MUST** contain the following disclaimer: **“This activity is not related to or sponsored by Santa Fe ISD.”** This is not required if you are a PTO or Booster Club.
- The material on the flyer must be age and/or developmentally appropriate for students. The flyer must clearly promote an activity that benefits students.
- The organization distributing the flyer must be identified by the Internal Revenue Service as a non-profit 501c3 organization.
- No fundraising flyers are allowed from groups except those sponsored by schools or the district.
- Your flyer is subject to approval by SFISD Administration. Only family-appropriate advertisements in accordance with SFISD Policy (GKB (Local))
- You must make your copies for distribution using the copy initialed by the approver.

Required Attachments:

- Copy of your organization’s IRS determination letter confirming non-profit status.
- Copy of the flyer, with the disclaimer detailed above, you would like to distribute to students.

This form and attachments may be emailed to gina.welsh@sfisd.org OR delivered to: Reception Desk at Elizabeth Yaws Cowan Education Center at 4133 Warpath in Santa Fe, Texas.

Once your flyer has been approved, you will receive notification via email or phone with additional information on how many flyers to deliver to each campus.

For more information, contact Gina Welsh, Executive Director at the Santa Fe TX Education Foundation, at 409-925-9080.

(For Office Use Only)

Approval Signature: _____ Date: _____

Reason for Non-approval, if applicable: _____