



FLYER APPROVAL PROCESS

All Flyers MUST be submitted in English and Spanish

Welcome to Mammoth Unified School District. Please follow these steps to expedite the approval process:

1. Complete the flyer distribution application. Your organization's non-profit number is required. If available, please attach a copy of your non-profit approval letter. Flyers are approved only for noncommercial materials and non-profit purposes, per Board Policy 1325.
2. Distribution date
3. Schools intended for distribution
4. Signature, contact number and email address
5. The Mammoth Unified School District disclaimer must legibly appear on the front of the flyer to be distributed. This disclaimer can be also be found on the application and reads as follows;
"This material was not prepared by the Mammoth Unified School District. Any programs and/or events described herein are not necessarily endorsed and will not be supervised by the Mammoth Unified School District." "Este material no fue preparado por Mammoth Unified School District. Todos los programas y/o eventos descritos en este document no son aprobados y no seran supervisados por Mammoth Unified School District."
6. Please return the application and flyer to me either by email, in person, fax or mail. When I have received the required paperwork, I will submit it for approval. We ask that you allow two weeks for processing.
7. Once approved, I will email the approval to you, attach a distribution list and notify our schools of the pending arrival of your flyer.
8. Flyer distribution to the schools is the responsibility of each organization.

Please feel free to contact me with any questions or concerns.

Thank you,
Cathy Molina, Administrative Assistant
cmolina@mammothusd.org

Mammoth Unified School District

461 Sierra Park Road, Mammoth Lakes, CA 93546 (760)-934-6802 FAX (760)934-6803

**FLYER DISTRIBUTION APPLICATION FOR MEETINGS, ACTIVITIES, ANNOUNCEMENTS
WITHIN THE MAMMOTH UNIFIED SCHOOL DISTRICT**

INSTRUCTIONS TO REGISTRANT

Complete and submit the following form, a copy of the intended flyer/brochure, and if available a copy of the organizations non-profit approval letter. Per Board Policy 1325, flyers are approved for noncommercial materials and non-profit purposes. Please submit your request to the district office for approval to distribute.

Please allow at least two weeks prior to the date of your event for processing your flyer.

THIS FLYER APPROVAL IS FOR A ONE-TIME DISTRIBUTION ONLY

ALL MATERIAL FOR DISTRIBUTION MUST HAVE THE FOLLOWING STATEMENT ON THE FRONT OF THE FLYER:

“This material was not prepared by the Mammoth Unified School District. Any programs and/or events described herein are not necessarily endorsed and will not be supervised by the Mammoth Unified School District.” “Este material no fue preparado por Mammoth Unified School District. Todos los programas y/o eventos descritos en este document no son aprobados y no seran supervisados por Mammoth Unified School District.”

Organization or Group: _____

Name of Representative: _____ Non-Profit Number: _____

Address: _____

Telephone: _____ Grade Level Distribution Requested: _____

Specific Date(s) of proposed distribution: _____

Method of distribution(general distribution, posting at specific location(s): _____

The undersigned certifies that she/he has read the instructions and agrees to be responsible to the Board of Education for following the above-stated distribution procedures.

Signature of Applicant: _____ Date: _____

Address: _____

Home Phone: _____ Business Phone: _____ FAX: _____

Email address: _____