



Flyer Approval Form

TO: Representatives of community and area organizations
FROM: Heidi Wells, Director of Communications and Wellness

It is our goal to assist you in getting a quick approval for flyers that improve the lives of our students and families here at College Place Public Schools. Please take a moment to review our guidelines for flyer approval. Please plan for a 48-hour approval timeline for any flyers. Contact me at hwells@cpps.org with any questions.

- Flyers are non-curricular and have social, recreational or educational value for students.
- Flyers must be submitted to PR@cpps.org along with this form.
- Any materials and/or fliers approved for distribution in buildings or individually to students must be translated into Spanish.
- Copies of flyers must be supplied to the District/School at the expense of the requestor.
- All materials must contain the following statement:

English: College Place Public Schools does not sponsor or endorse this event/information and the district assumes no responsibility for it.

Spanish: Las Escuelas Públicas de College Place no patrocina o respalda este evento/información y el distrito no asume ninguna responsabilidad por ello.

Is your organization nonprofit? Yes No

Please indicate the format of your materials:

Flyer (Flyers must be provided in both English and Spanish.)

Poster (Posters must be provided in English and Spanish.)

Organization Name: _____

Contact Name: _____

Contact Phone: _____

Email Address: _____