



NEEDVILLE INDEPENDENT SCHOOL DISTRICT
P.O. BOX 412
Needville, Texas 77461
979-793-4308 Fax: 979-793-3823

Permission to Distribute Fliers – Staff

Name of Organization: _____
Organization making request must supply documentation supporting a not-for-profit status

Purpose of Flyer: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Attach a copy of the flyer to this form and submit your request to Melinda Ojeda
by fax to 979-793-3823, by email to ojedam@needvilleisd.com or
in person at the Superintendent's Office located at 16227 Highway 36.

Duplication and delivery of fliers are the responsibility of the organization requesting permission to
distribute. The manner in which fliers are distributed is at the Campus Principals' discretion.

Please contact the Principal's Secretary prior to delivering fliers to the school.

**A copy of this approved form must be included with the bundled fliers
to each campus before fliers can be distributed.**

Please note:

- Fliers must be for an activity beneficial to staff.
- Fliers deemed advertisements must extend special offers for NISD employees.
- Based on the subject matter, fliers may be approved only to make the information available
and will not be placed in staff mailboxes.

Check the campus you wish to submit fliers for distribution. An approximate number of staff members
is shown following each campus.

<input type="checkbox"/> Needville Elementary School – 115 Grades PK-3	Anabel Mejia Escamilla, Secretary	979-793-4308, ext. 1706
<input type="checkbox"/> Needville Middle School – 85 Grades 4-6	Felisha Clack, Secretary	979-793-4308, ext. 1501
<input type="checkbox"/> Needville Junior High School – 65 Grades 7-8	Patti Jan, Secretary	979-793-4308, ext. 1401
<input type="checkbox"/> Needville High School – 115 Grades 9-12	Karen Landry, Secretary	979-793-4308, ext. 1301

Approved for Distribution: _____
Superintendent or Designee

Date: _____

☐ Principal's discretion

☐ Mailbox distribution

☐ Make available only