

Community Relations Department  
St. Johns County School District  
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## Flyer Approval Request Form

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

Company/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Flyer: \_\_\_\_\_

Are You an Non-Profit 501(c)3 Organization or Local, State or Federal Agency?  Yes  No

Intended Distribution:  All Schools  Elementary  Middle  High, or schools listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All flyers must contain the following disclaimer:** *“Information contained in these materials are neither sponsored by nor endorsed by the School Board of St. Johns County, its agents or its employees.”*

This form must be submitted with all ***final drafts*** of flyers/materials for approval. Please allow five (5) business days for review. Approval is for passive distribution only, placing materials in a public location at the school valid for the current school year only. The district does not send commercial/for-profit materials home with students. Approval is for tangible materials only. Materials cannot be accepted at the District Administrative Office for distribution and the use of school district email cannot be used to forward or distribute digital or electronic copies of approved materials. The final decision as to the distribution of any approved materials is at the discretion of the site administrator. Copies/delivery of flyers is the sole responsibility of the requestor.

**\*Please bring the approved copy of this form when approaching schools with your materials.**

*Do not write below this line-office use only.*

The attached materials are:  approved  not approved Valid for school year: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

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