

# GLEN ROCK PUBLIC SCHOOLS

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## WEB POSTING OF FLIERS APPROVAL FORM

As part of the Glen Rock School District's efforts to "go green," a new procedure has been adopted for the distribution of third-party fliers. Our goal is to ultimately eliminate paper copies and replace them with postings on the district Web site. Those interested can then download and print copies as needed.

Please follow these procedures when requesting the posting of fliers on our website.

1. All fliers must be forwarded to the superintendent's office for prior approval.
2. Fliers must be submitted electronically in a non-password protected file format.
3. If approved, the flier will be posted on the appropriate websites under "Noteworthy Links."
4. Paper copies of approved fliers may be posted in school buildings at the discretion of the building administrator.

\_\_\_\_\_  
Organization/Group

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Subject of Flyer

The above named organization / group hereby requests permission to post the attached item(s) on the following website(s)

District website only    All school websites    HS/MS websites    All K-5 websites

Specify school if requesting an individual school website only: \_\_\_\_\_

..... **FOR OFFICE USE ONLY** .....

YES, approval to post flyer is granted    NO, approval to post flyer is NOT granted.

\_\_\_\_\_  
David C. Verducci, Ph.D.  
Superintendent of Schools

\_\_\_\_\_  
Date

***Every child. Every chance. Every day.***