

**ATTENTION: ALL PERSONS/ASSOCIATIONS/COMPANIES
WISHING TO DISTRIBUTE FLYERS
DURING THE 2009-2010 SCHOOL YEAR VIA STUDENTS IN N.H. SCHOOL
ADMINISTRATIVE UNIT 60
(Acworth, Alstead, Charlestown, Langdon and Walpole)**

The following process for distribution of flyers and other material to schools is as follows:

1. Any flyer to be distributed through students must be approved by the Superintendent of Schools. A copy of the flyer can be brought to the office at 159 East Street, Charlestown, faxed to 826-4430, or emailed to lpappas@sau60.org. Please include the names of the schools to which the flyers will be distributed.
2. The Superintendent will approve flyers by initializing and dating in the bottom right hand corner. Schools will not distribute any materials which have not been officially approved.
3. Flyers which have been approved for distribution should be delivered to the appropriate school(s) well before the event occurs.
4. All flyers approved for distribution must include the statement: "THIS IS NOT A SCHOOL SPONSORED ACTIVITY".
5. All flyers approved for distribution must be sorted and delivered to the school(s). Please do not ask schools to make copies of the flyer.
6. After approval, you may wish to contact the school principal to see if he/she has further procedures required for distribution.
7. Any flyers distributed through the schools must align to the district's vision of maximizing our children's social, artistic, athletic and academic skills.
8. Only non-profit organizations wishing to distribute materials will be considered.