

# Flyer Distribution Requests

Requesting organization sends pdf of flyer to Administrative Assistant via e-mail:  
jmazur@rondout.k12.ny.us  
E-mail must include target audience (grade level, school, etc.)

Superintendent  
**Approves**  
Request for Distribution

Superintendent  
**Disapproves**  
Request for Distribution

Administrative Assistant Contacts  
Requesting Organization (by e-mail or phone call)  
With Flyer Distribution Information

Administrative Assistant Contacts  
Requesting Organization  
(by e-mail or phone call)

Requesting organization to do the following:  
(1) Collate copies of flyers in bundles for each class for each school.  
(2) Deliver copies to main office of each school.  
(3) Provide a minimum of 5 working days to distribute flyers to students.

**All approved flyers will be posted to the Community Happenings page on the District website.**