



Leander  
ISD

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# Request for Flier Posting

This form is to be completed by the group/organization requesting approval for fliers to be posted on LISD's website. Fliers will be posted on the 15th and 30th of each month. Please include a copy of the flier according to the district guidelines.

Name of Flier:				
Requested Date for Posting:				
Name of Organization:				
Contact Person:			Primary Phone:	
Address:	City	State	Zip	Secondary Phone:
Email Address:			Fax:	

Approval Requested For Posting For The Following Schools:

All Schools: Elementary, Middle School, and High School

All Middle Schools and High Schools

All Elementary and Middle Schools

All Middle Schools

All Elementary Schools

Specific Schools: Please list ALL schools where fliers are desired to be posted:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that if a flier or other material approved for posting contains false information or does not represent the intent of the program, approval of future fliers by the requesting organization may be jeopardized.

Contact Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only	
Date Received:	<input type="checkbox"/> Tax exempt document on file: <input type="checkbox"/> LISD internal flier
Posting Date:	Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied
Flier Criteria: <input type="checkbox"/> Flier includes disclaimer statement <input type="checkbox"/> Flier meets all other LISD guidelines	
Date notification sent to organization:	