

**Kenmore-Town of Tonawanda UFSD**  
**Authorization for Distribution/Display of Non-District Flyers** (updated 7-25-19)

Schools may choose to make non-district flyers available to students/families, and each school has the discretion to determine how the flyer will be displayed or distributed. However, all flyers must first be approved by the Ken-Ton School District prior to requesting hard copy distribution at individual school sites. After a flyer is approved, it is the responsibility of the organization to contact each individual school site to request hard copy distribution and provide/deliver the requested number of copies along with a copy of this approved flyer authorization form.

**The following disclaimer must be included on all flyers:**

***“Kenmore-Tonawanda UFSD neither endorses nor sponsors the organization or activity represented in this material. The distribution of this material is provided as a community service.”***

Flyers will only be approved for hard-copy distribution if they meet all of the following criteria:

- They are informational in nature regarding a program or activity that students can participate in which furthers a child's educational development (areas such as academics, athletics, health/wellness, character, service, etc.)
- The program/activity takes place within the Ken-Ton School District boundaries.
- They are submitted by a municipal or non-profit organization, or a for-profit organization operating through the Ken-Ton School District ENCORE or Adult/Community Education programs.
- They are limited to one per activity/program per year, or one per session/season for activities/programs that include multiple sessions/seasons in a year.

*Approval of the flyer does not constitute approval or endorsement of any aspect of any event, activity, program, partnership, etc. Approval of the flyer only signifies that the content of the flyer is consistent with Ken-Ton School District policy. Any activity described in the flyer that directly involves the district and/or its schools in any way (including but not limited to the use of school/district facilities, involvement of school/district personnel, involvement of school/district resources, or inclusion of the school/district name/logo) must be fully developed in cooperation with and with the approval of any applicable school and/or district department prior to submission of the flyer.*

**Please email this form and a copy of your flyer to [pfanelli@ktufsd.org](mailto:pfanelli@ktufsd.org). Schools will require a copy of this approved flyer authorization form prior to distributing/displaying any flyers.**

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

School(s) Requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Flyer has been approved**

\_\_\_\_\_ **Approval Date**

\_\_\_\_\_  
**Patrick Fanelli**  
**Community Relations Coordinator**