



NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428
TELEPHONE (814) 725-8671 • FAX (814) 725-9380

"The Mission of the North East School District is to Nurture and Empower lifelong learning and responsible citizenship."

FLYER DISTRIBUTION COVER SHEET

Contact Information

Name: _____

Organization: _____

Phone: _____

Fax: _____

Email: _____

Material Information

Subject: _____

Date Submitted: _____

Distribution of Schools: _____

Other: _____

Brief summary of: [Click or tap here to enter text.](#)

Reminder: All flyers (any informative handouts) must include the following disclaimer: "This is not a program of the North East School District (NESD) and NESD accepts no liability or responsibility for this program."



FLYER DISTRIBUTION REQUEST



Please use this form below for consideration of district-wide flyer distribution.

CRITERIA:

- Flyers submitted for review must offer educational and / or extra-curricular opportunities for students, parents and staff.
- Due to the overwhelming number of requests to distribute information, please allow 5 business days for review of your flyer.
- Flyers must support the basic educational mission of North East School District and/or benefitting the population of NESD in a positive manner.
- Materials for distribution must not promote any commercial, political, religious interest/organization.
- All flyers to be distributed shall bear the name and contact information of the sponsoring entity.
- Once the literature has been reviewed and if approved for distribution, it will be initialed by the Superintendent. Schools will not accept flyers without these initials. No additional information or changes may be made to the approved flyer.
- Distribution, printing, or copying of the flyers is the responsibility of the requesting agency/organization.

Flyers will not be approved unless they have met the above-mentioned criteria.

WHAT TO SUBMIT:

- ☐ A final version of your flyer – no draft.
- ☐ All flyers must include the following disclaimer: *"This is not a program of the North East School District (NESD) and NESD accepts no liability or responsibility for this program."*
- ☐ A completed cover sheet (included).
- ☐ Email your flyer, in pdf format, to: adminoffice@nesd1.org