

**Community Consolidated S.D. 146**  
**6611 W. 171<sup>st</sup> Street**  
**Tinley Park, IL 60477**  
**708-614-4500**  
(708-614-8992 fax)

## **FLYER DISTRIBUTION PROCEDURE**

Effective February 1, 2005, Updated August 24, 2017

In an effort to clarify procedures for the distribution of literature to students by non profit groups, the following guidelines will assist your organization and ensure the distribution of literature in a timely manner. **Please note that only non profit organizations are eligible for consideration.**

1. Request approval from the superintendent by submitting the actual literature, this can be faxed to us or sent via email to [lferguson@District146.org](mailto:lferguson@District146.org). Distribution can only be approved as per Board policy. A copy of your organization's 503(B) may be requested.
2. Allow a minimum of two (2) weeks for notification of approval of distribution to ensure your materials are distributed in a timely manner.
3. Once approved for distribution, literature should contain this disclaimer on the first page of the literature, in a minimum of 12 point font, fully contained within a text box: **"This event is not sponsored by Community Consolidated School District 146, any of its schools, or groups officially associated with the District"**. If literature is a brochure, you may place the statement on labels that you affix to the front brochure cover.
4. When you receive approval, you will also be given the quantity needed for distribution. The literature should be bundled in **packs of 25** and **labeled for each school**. If you have any questions please call Linda at 708-614-4500 for further clarification.
5. Once duplicated, the literature must be delivered to the Administration Office of Community Consolidated S.D. 146 at 6611 W. 171<sup>st</sup> Street, Tinley Park, IL 60477 for subsequent distribution to the appropriate schools.

Thank You,

*Linda Ferguson*

**2017-18 Flyer Distribution Count – All Students & Staff**  
**Advertiser must: Bundle by School, separate each 25 copies**

Central Middle School:	850 (34 bundles)
Memorial School:	400 (16 bundles)
Fulton School:	525 (21 bundles)
Fierke School:	375 (15 bundles)
Kruse School:	425 (17 bundles)

**The following statement must appear in a prominent place, on the first page of the flier, at a minimum of 12-point font, fully contained within a text box:**

**This event is not sponsored by Community Consolidated S.D. 146, any of its schools, or groups officially associated with the District.**