CARY COMMUNITY CONSOLIDATED SCHOOL DISTRICT

2115 Crystal Lake Road • Cary, Illinois 60013 • 847-639-7788 • Fax 847-639-3898

Briargate ▪ Deer Path ▪ Maplewood ▪ Three Oaks ▪ Prairie Hill ▪ Cary Junior High

2009-2010 Approval to Distribute Materials to Students

- Materials for distribution, **when approved, will be distributed only on the First and Third Wednesdays of each month** school is in session and only on those dates students are in attendance. During the first full month of school, materials will only be distributed on the Third Wednesday.
- Approval by the Superintendent of Schools must be obtained no later than the Friday preceding the distribution date requested.
- The specific flyer, brochure, etc., must be presented in the exact form that distribution approval is sought. All flyers which are not school sponsored must be clearly marked **Non-School Sponsored Activity** on the flyer.
- The Superintendent will review items for distribution as he/she can accommodate this task into his/her work load. The absence or inability of the Superintendent to give approval consideration will not be considered as justification to alter the approval/distribution timeline.
- Upon approval, **all materials must be delivered to each school prior to noon on the Monday proceeding the Wednesday distribution day**. Do not drop off materials to be distributed at the Administration Center.
- Materials must be separated into groups as listed below. The first number designates the number of packets and the second number designates the count per packet (example 2 / 20 = 2 packets containing 30 copies). If you do not circle which grades you will be distributing to; your flyer will not be approved for distribution.
- **Please note:** District 26 does not post any Flyers/Brochures, Notices etc. to Edline or the D26 Website.

Materials to be distributed to the following schools (please circle all that apply before sending for approval):

Grade	Briargate	Deer Path	Maplewood	Three Oaks	Prairie Hill	Junior High	
PK/ECE	3 / 21	8 / 12				Cary Junior High will make flyers available to students in the cafeteria and will notify students via daily announcements	**POST AND MAKE AVAILABLE**
SEDOM				1 / 10	1 / 7		**CJH**
Kindergarten	4 / 30	4 / 30	2 / 30	4 / 30			**PH**
1	4 / 30	4 / 30	3 / 30	3 / 30			**TO**
2	4 / 30	4/ 30	3 / 30	3 / 30			**DP**
3	4 / 30	4 / 30	3 / 30	4 / 30			**MW**
4	2 / 30	4 / 30	3 / 30	4 / 30			**BG**
5					14 / 30		
6					15 / 30		
7							
8							
Entire School	**18 / 30 & 3 / 21**	**20 / 30 & 8 / 12**	**14 / 30**	**18 / 30 & 1 /10**	**29 / 30 & 1 / 7**	**200 copies**	

Please complete the form below and submit it to the Administration Center at 2115 Crystal Lake Road along with a copy of the material to be distributed, or you may fax your request to 847-639-3898.

Group Name _____ Phone _____

Representative Name _____ Fax _____

Address _____ City/State/Zip _____

Requested Distribution Date _____

Upon approval copies of this form will be sent to the representative named above as well as the schools involved.

Office Use Only

This request is: Approved Denied _____ _____

Brian Coleman
Superintendent

Date