



Jackson-Madison County School System

Request to Distribute Literature, Materials, and/or Advertisements

Contact Person: _____

Email: _____

Organization (if applicable): _____

Phone #: _____

Address: _____

Date: _____

Date requested for distribution: _____

A new form must be submitted for approval each time a flyer/document is distributed.

Description of literature/material/event: (A copy of the material for distribution must be attached)

All literature/brochures/flyers must contain the following disclaimer in minimum 12-point font and in bold letters:

“VIEWPOINTS EXPRESSED BY PROMOTERS, SPONSORS OR PARTICIPANTS IN THIS EVENT ARE NOT NECESSARILY THOSE OF THE JACKSON-MADISON COUNTY SCHOOL SYSTEM, ITS EMPLOYEES OR ITS STUDENTS.”

Please refer to School Board Policy 1.806 of Jackson-Madison County Board of Education for more information. Policies can be found on the school system website, www.jmcoss.org.

Return this form to the Superintendent’s Office. **Allow a minimum of 10 business days for approval.**

Internal Use Only:

Approved

Not Approved

Method of distribution:

- Hard copy (Must provide copies; JMCSS will not be responsible for making copies)
- Principal/Staff Email Newsletter Communication (Must provide electronic copy)
- Social Media (Must provide electronic copy)

Superintendent’s Signature: _____

Date: _____