



A PROUD TRADITION | A BRIGHT FUTURE

FLYER/MATERIAL REQUEST FORM

VIRTUAL POSTING ONLY

Attention: Lindsey Sanders
Director of Community Relations
3911 Avenue I, Rosenberg, TX 77471
(832) 223-0328, communications@lcsd.org

Form with fields: Submittal Date, Event Start Date, End Date, Name of Non-Profit Organization, Subject of Flyer/Material, Virtual Distribution Information, Contact Person(s), Contact Number, Email Address, Physical Address.

The disclaimer statement below MUST be printed at the BOTTOM of the flyer/material in BOLD, CAPITAL letters. The disclaimer should be in a font of 12 pt. or larger. Flyer/material will not be approved for distribution without the disclaimer.

THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY LAMAR CONSOLIDATED ISD.

Flyer/material must be submitted for approval at least 2-weeks prior to event. Flyer/material will not be posted or distributed during the first two weeks or the last two weeks of the school year. Please allow up to three (3) business days from date of submittal to receive approval from the Community Relations Department.

To meet the requirements for distribution, the submitting organization must provide documentation of its official 501(c)(3) nonprofit status. Failure to provide this information will delay approval. The flyer/material (1) must be student focused and (2) cannot contain advertising logos or promotions for any business/organization other than the approved nonprofit submitting the flyer.

Requests are for WEBSITE POSTING only and must be e-mailed to Community Relations at communications@lcsd.org. A copy of the actual flyer/material must accompany the request form.

Once all requirements are met, you will be notified via e-mail if approved. The e-mail will include any additional instructions.

For Lamar Consolidated ISD Use Only
Lamar CISD has reviewed the above party's request to distribute the attached flyer/printed material to Lamar CISD schools.
Form with checkboxes: Proper disclaimer, 501(c)(3) included, Lamar CISD internal flyer, Accept, Reject.
Signed by: Lindsey Sanders, Director, Date, Date Contacted with Decision