



**XENIA**  
COMMUNITY SCHOOLS

**FLYER APPROVAL REQUEST FORM**

Please print legibly. Requests must be submitted 15 days prior to event listed on flyer.

**ORGANIZATION NAME:** \_\_\_\_\_

**STATUS OF ORGANIZATION:** ☐ non-profit (must have current 501 (c)(3) ☐ private ☐ school

**NAME OF EVENT:** \_\_\_\_\_ **DATE OF EVENT:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER OF CONTACT PERSON:** \_\_\_\_\_

**EMAIL ADDRESS OF CONTACT PERSON:** \_\_\_\_\_

**EVENT CATEGORY:** ☐ educational ☐ recreational ☐ social ☐ other

**AUDIENCE:** (circle all that apply) Elementary: K 1 2 3 4 5 Middle: 6 7 8 High: 9 10 11 12 staff only

**IF REQUESTING STAFF DISTRIBUTION, the event is:**

☐ a direct benefit for staff members ☐ a service opportunity ☐ an educational opportunity

**REQUESTING DISPLAY OR DISTRIBUTION:**

☐ common area ☐ bulletin board ☐ staff room ☐ online

- ☐ My event is being held on school grounds and I have secured an approved Rental Agreement from the Business Office.
- ☐ If approved, I agree to make copies of my flyer and to follow distribution protocols, including the inclusion of the disclaimer, which is below.
- ☐ I have read and I agree to the District's Flyer Approval Process available on the District's website.
- ☐ If my flyer is approved, I recognize that it is my responsibility to deliver the appropriate number of flyer copies directly to the Coordinator of Communications.

SIGNATURE OF CONTACT PERSON REQUESTING APPROVAL

DATE

**SUBMIT COMPLETED FORM  
AND COPY OF FLYER TO:**

MAIL TO: Coordinator of Communications  
819 Colorado Drive, Xenia, OH 45385

FAX TO: 937-372-4701 Attn: Communications

EMAIL PDF OR JPEG TO: info@xeniaschools.org

SUBMIT TO: Building Secretaries who will  
forward to Coordinator of Communications

**This disclaimer MUST be on any flyer/poster  
distributed or posted within Xenia  
Community Schools or online:**  
Xenia Community Schools does not sponsor or  
endorse this event/information nor does the  
district assume any liability for it.

**OFFICE USE ONLY:** ☐ APPROVED ☐ DENIED ☐ COMMON AREA ☐ ONLINE ☐ STAFF

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_