

College Station Independent School District
Approval of Written Announcement

Flier Poster Other

Date _____

Subject: _____

Sponsor: _____

Contact Person: _____

Phone: _____

FAX: _____

Suggested Date For Distributing or Posting: _____

Campus(es) Grade Level(s): _____

Comments: _____

Not Approved

Approved

Ann Ganter, Director of Public Relations

Date

Date Faxed

Initials

** Principals May Choose Manner of Distribution*

EACH CAMPUS WILL NEED A COPY OF THE APPROVAL FORM

** Each Organization is responsible for delivering materials to CSISD Campuses.*

Please Note:

If the use of CSISD facilities is needed for an activity, an application must first be completed for building use approval through the CSISD Community Education Department located at 103 Timber, Room 4. Phone # 979-764-5430

*****Fliers and any other materials to be delivered to the students MUST be put in bundles of 30 before delivering to CSISD campuses. PLEASE BUNDLE ACCORDING TO NUMBER OF CLASSROOMS, NOT TOTAL OF STUDENTS***

CSISD FAX # 979-764-5492