

**ATTENTION: ALL PERSONS/ASSOCIATIONS/COMPANIES
WISHING TO DISTRIBUTE FLYERS
DURING THE 2009-2010 SCHOOL YEAR
VIA STUDENTS IN N.H. SCHOOL ADMINISTRATIVE UNIT 29
(Chesterfield, Harrisville, Keene, Marlborough,
Marlow, Nelson and Westmoreland)**

The following process for distribution of flyers and other material to homes via students is as follows:

1. **Any flyer to be distributed through students must be approved by the Superintendent of Schools for N.H. School Administrative Unit 29.** A copy of the flyer can be brought to the office at 34 West Street, faxed to 357-9012, or e-mailed to cdieter@sau29.org. Please include the name of the person to contact regarding approval/disapproval of the flyer and the names of the schools to which the flyer will be distributed.

**FLYERS WHICH HAVE BEEN APPROVED IN THE PAST AND ARE
DISTRIBUTED ON AN ANNUAL BASIS MUST ALSO BE APPROVED ANNUALLY.
CONSIDERATION WILL BE GIVEN ONLY TO THOSE FLYERS INVOLVING
ACTIVITIES IN THE IMMEDIATE GEOGRAPHIC AREA.**

**SCHOOLS WILL NOT DISTRIBUTE ANY FLYERS WHICH HAVE NOT BEEN
OFFICIALLY APPROVED.**

2. All schools distribute flyers on a weekly (as opposed to daily) basis; therefore, those flyers which have been approved for distribution should be delivered to the appropriate school(s) well before the event occurs.
3. **All flyers approved for distribution must include the disclaimer: "THIS IS NOT A SCHOOL SPONSORED ACTIVITY".**
4. **All flyers approved for distribution must be delivered to the school(s).** Dropping off flyers at the 34 West Street office for interoffice distribution to the school(s) will not be permitted.

***PERSONS WISHING TO DISTRIBUTE APPROVED FLYERS WILL NEED TO
COUNT THEM OUT VIA A DISTRIBUTION LIST PROVIDED BY THE
SUPERINTENDENT'S OFFICE OR THE SCHOOL.***

5. Those persons wanting to hang posters in the schools or distribute information/flyers to staff members only may do so with the permission of the individual school's principal.
6. Any flyers distributed through the schools should have a focus of supporting our students, parents and families.

*Wayne E. Woolridge
William B. Gurney
Co-Superintendent of Schools*

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