Baltimore County Public Schools

Request for Approval to Distribute Non-School Materials

Please complete, sign, and date this form and submit all necessary materials for review to the school principal or office head.

Group: _____________________________________________________________

Name of Representative: ________________________________________________

Phone: (______)_______ Fax: : (______)_______ Email: ______________________

Type of Distribution Requested (Check all that apply):

☐ Take Home
☐ Display

Attachment Required:

☐ Copy or example of material to be distributed

Desired Date(s) for Distribution:

☐ Take Home: _____/____/_____ ☐ Display Date(s): _____/____/_____ to _____/____/_____  

Please send materials in 30 groups of 25 flyers.

I have read and agree with the procedures outlined in Superintendent’s Rule 2361 and indicate acceptance by my signature below:

__________________________________________________________           ________  
Signature                                           Date

__________________________________________________________           _____________________________________________
Name (printed)                                          Day Time Phone Number

For Office Use Only:

Approval: ☐ APPROVED 1 ☐ DENIED

___________________________________________
Signature of Principal/Office Head                  Date

Written Approval must be obtained for each item to be distributed.

1 Approved materials must be provided to the school or office at least ten (10) school days prior to intended distribution date.