



**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62
OFFICE OF COMMUNITY RELATIONS**

LEON SMAAGE ADMINISTRATION CENTER ● 777 ALGONQUIN ROAD
DES PLAINES, IL ● TEL: 847-824-1136 ● FAX: 847-824-0612
EMAIL: wardm@d62.org

REQUEST TO DISTRIBUTE MATERIALS TO DISTRICT 62 SITES

Organizations must have 501C3 Non-Profit Status for consideration. The following materials are not allowed:

- _ No corporate promotion.
- _ No for-profit advertising.
- _ No promotion for dances, parties, etc.
- _ No posting by organizations that have policies or promote activities that are inconsistent with the mission and/or policies of District 62.
- _ No political materials, endorsements, walkouts, demonstration notices, etc.

Date _____ Phone # _____

Agency Name _____ Fax # _____

Address _____ Email _____

City _____ State _____ ZIP _____

FOR DISTRIBUTION TO:

AMS _____ CE _____ CMS _____ CU _____ FO _____ ICS _____ NO _____ OP _____
PL _____ SO _____ TE _____ Teachers _____ Staff _____ All _____

Purpose:

Please contact Mindy Ward, Director of Community Relations, 847-824-8070, for information about distributing materials to school sites. Copies will be provided by the requesting organization. Once your application is approved, school enrollment data will be distributed to your attention.

Applicant Name _____ Title _____

Signature _____ Phone # _____

Fax # _____ Email _____

*Please fill out the above information completely, sign and date. If you do not receive notice within one week, please call the Community Relations Department.

ACKNOWLEDGEMENT BY THE COMMUNITY RELATIONS DEPARTMENT:

Name _____ Date Approved _____

District 62 neither endorses nor sponsors the organization or activity described in this document. The distribution of materials is provided as a community service.