



# HERNANDO SCHOOL DISTRICT

Learn it. Love it. Live it

COMMUNICATIONS DEPARTMENT

FLYER DISTRIBUTION REQUEST

## Flyer Distribution Request

***A NEW REQUEST MUST BE OBTAINED EACH TIME***

**Return via Fax: 352-797-7109 or Email: [day\\_p@hcsb.k12.fl.us](mailto:day_p@hcsb.k12.fl.us)**

**A COPY OF THIS REQUEST MUST ACCOMPANY APPROVED FLYERS**

**PLEASE MAKE SURE YOUR FLYERS ARRIVE A MINIMUM OF ONE  
WEEK PRIOR TO YOUR EVENT**

Organization \_\_\_\_\_ Contact Name \_\_\_\_\_

Fax # or Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Please check one:** \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit – 501c3

**Please check all that apply:** \_\_\_\_\_ Posting only \_\_\_\_\_ Distribution to students

**Briefly describe your request:**

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**To which school sites are you requesting distribution?**

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**How will this benefit schools and students?**

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Approved @ Principal Discretion \_\_\_\_\_

Denied \_\_\_\_\_

\_\_\_\_\_  
Karen Jordan, Public Information Officer  
Hernando County School District

\_\_\_\_\_  
Date

**Updated: Sept. 2021**