



DEVINE INDEPENDENT SCHOOL DISTRICT
605 W. HONDO AVENUE
DEVINE, TEXAS 78016
830-851-0795 FAX: 830-663-6706

PERMISSION TO DISTRIBUTE FLYERS TO STAFF
Requests accepted from Sept. 10, 2018-May 3, 2019

Name of Organization: _____

Please note:

- ✓ Organization making request must supply documentation supporting a not-for-profit status, be an approved vendor, or a flyer deemed an advertisement must extend special offers for DISD employees.
- ✓ Based on the subject matter, flyers may be approved only to make the information available and not for placement in staff mailboxes.

Name of Flyer: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Attach a copy of the flyer to this form and submit your request by fax to 830-663-6706, by email to geri.woods@devineisd.org, or in person at 605 W Hondo Ave., Superintendent's Office. Duplication and delivery of flyers are the responsibility of the organization requesting permission to distribute. **A copy of this approved form must be included with the bundled flyers to each campus before flyers can be distributed.**

Check the campus you wish to submit flyers for distribution. An approximate number of staff members is shown following each campus.

- | | | |
|---|--------------------------------|--------------|
| <input type="checkbox"/> JJ Ciavarra Elementary School - 70 Grades Pre-K - 2 | Mrs. Brenda Gardner, Principal | 830-851-0395 |
| <input type="checkbox"/> Devine Intermediate School - 40 Grades 3-5 | Mr. Blain Martin, Principal | 830-851-0495 |
| <input type="checkbox"/> Devine Middle School - 45 Grades 6-8 | Mrs. Kandi Darnell, Principal | 830-851-0695 |
| <input type="checkbox"/> Devine High School - 60 Grades 9-12 | Mr. Derrick Byrd, Principal | 830-851-0895 |

Approved for Distribution: _____
Superintendent of Schools Date

- Principal's discretion Mailbox distribution Make available only