



RULE 2361, FORM A

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: APPROVED¹ 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.