



# MILFORD

EXEMPTED VILLAGE SCHOOL DISTRICT

## Flyer Request Form

The Milford Board of Education allows for the distribution of flyers or materials that meet content requirements of policies KJ and KJA and must be pre-approved by the Superintendent. The district will post flyers on the district website by the Superintendent designee. Flyers should promote opportunities for children and be submitted to the school district by those designated as Commercial, Non-Profit Community Groups, School Support Groups, other local Non-School Groups and Student School Group users under the District's "Use of School District Facilities" regulation.

***When requesting copies of the flyer to be distributed at each school, it is the responsibility of these User Groups (sports programs or other academic programs) to provide the necessary amount of copies to be distributed in stacks of 30 and delivered to the elementary buildings no later than Wednesday morning for distribution on Friday.***

Flyers must be submitted to the Superintendent's Office in an electronic or physical format and time frame as determined by the Superintendent.

Please complete the information below and include a copy of the flyer or material you wish to be reviewed. Thank you for your cooperation!

**Fax:** 513-965-6159  
**Email:** [Schaeffer\\_j@milfordschools.org](mailto:Schaeffer_j@milfordschools.org)

NAME			
ORGANIZATION			
ADDRESS	CITY	STATE	ZIP
PHONE	EMAIL ADDRESS		

**REQUESTED TYPE OF DISTRIBUTION:**  POST TO WEBSITE  
 (DISTRIBUTION OF FLYERS TO THE ELEMENTARY STUDENTS HAS BEEN DISCONTINUED UNTIL FURTHER NOTICE)

\_\_\_\_\_  
 REQUESTED DATE TO POST

(In consideration for the privilege to distribute these materials, the Milford EVSD shall be held harmless from any cause of action, claim or petition filed in any court Administrative Tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.)

-----  
**For Office Use Only**

\_\_\_\_\_  
 REQUEST RECEIVED (DATE)

\_\_\_\_\_  
 APPROVAL OF SUPERINTENDENT (SIGNATURE)

\_\_\_\_\_  
 DATE OF APPROVAL