NORTHFIELD COMMUNITY SCHOOL

SUPERINTENDENT DISTRIBUTION APPROVAL FORM

DATE:

TO: Mr. Pedro P. Bretones, Superintendent

FROM:

Date Received: (to be completed by office) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ITEM (IF A BANNER OR SIGN, PLEASE SPECIFY THE INFORMATION ADVERTISED ON THE BANNER/SIGN)
2. AUDIENCE: \_\_\_\_ALL K-8 Students \_\_\_\_STAFF ONLY \_\_\_\_Public with Access

 to our school

 \_\_\_\_Email \_\_\_\_Hard Copy Only \_\_\_\_Web Site Only \_\_\_\_Both

 DOOR 6: \_\_\_\_\_\_ PTO Bulletin Board \_\_\_\_\_\_\_ School Bulletin Board

1. DEVELOPED BY (NAME AND PHONE #)
2. REQUESTED DATE FOR DISTRIBUTION
3. SPECIAL INSTRUCTIONS (COLOR PAPER, BACK/BACK, ETC)
4. IS YOUR ORGANIZATION A NON-PROFIT? \_\_\_\_ YES \_\_\_\_NO (IF YES, PLEASE ATTACHED COPY OF 5013c FORM).

**FOR SUPERINTENDENT USE ONLY:** Date Received \_\_\_\_

Approval: \_\_\_\_YES \_\_\_\_NO

CHANGES NEEDED:

 Pedro P. Bretones

 Superintendent

DATE DEVELOPER NOTIFIED:\_\_\_\_\_DATE COPIED\_\_\_\_\_DATE DISTRIB\_\_\_\_DATE POSTED\_\_\_\_