



**NEEDVILLE INDEPENDENT SCHOOL DISTRICT**  
 P.O. BOX 412  
 Needville, Texas 77461  
 979-793-4308 Fax: 979-793-3823

**Permission to Distribute Fliers – Staff**

Name of Organization: \_\_\_\_\_

**Organization making request must supply documentation supporting a not-for-profit status**

Purpose of Flyer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Attach a copy of the flyer to this form and submit your request to Linda Sweeny by fax to 979-793-3823, by email to [sweenyl@needvilleisd.com](mailto:sweenyl@needvilleisd.com), or in person at the Superintendent’s Office located at 6227 Highway 36.

Duplication and delivery of fliers are the responsibility of the organization requesting permission to distribute. The manner in which fliers are distributed is at the Campus Principals’ discretion.

Please contact the Principal’s Secretary prior to delivering fliers to the school.

**A copy of this approved form must be included with the bundled fliers to each campus before fliers can be distributed.**

Please note:

- Fliers must be for an activity beneficial to staff.
- Fliers deemed advertisements must extend special offers for NISD employees.
- Based on the subject matter, fliers may be approved only to make the information available and will not be placed in staff mailboxes.

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

<input type="checkbox"/> Needville Elementary School – 125 Grades PK-4	Elaine Veselka, Secretary	979-793-4308, ext. 1706
<input type="checkbox"/> Needville Middle School – 55 Grades 5-6	Cheryl Kure, Secretary	979-793-4308, ext. 1501
<input type="checkbox"/> Needville Junior High School – 65 Grades 7-8	Patti Jan, Secretary	979-793-4308, ext. 1401
<input type="checkbox"/> Needville High School – 110 Grades 9-12	Berni Reyes, Secretary	979-793-4308, ext. 1301

Approved for Distribution: \_\_\_\_\_  
*Superintendent or Designee*

Date: \_\_\_\_\_

- Principal’s discretion     
  Mailbox distribution     
  Make available only