

GARRETT COUNTY PUBLIC SCHOOLS DISTRIBUTION OF MATERIALS REQUEST FORM



The Board of Education, believing that it is beneficial to the students of Garrett County to be aware of cultural, civic, athletic, and other extra-curricular opportunities that exist in the community independent of the school system, wishes to create a Limited Public Forum for eligible non-profit organizations and governmental agencies to share their information with the school community.

For more on the distribution process, reference GCPS Policy and Administrative Procedure KHC or contact the Public Relations Office at 301-334-8931.

Name of Requesting Party:

Date Submitted:

Contact Person or Parent:

Email of Contact Person or Parent:

Phone Number of Contact Person of Parent:

Distribution Type:

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School Information Tables

Locations of distribution

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All Schools

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Elementary Schools

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Middle Schools

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High Schools

If you wish to only distribute materials to specific schools, list them below:

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Copy of 501 (c)3 status determination letter is attached

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GCPS already has a copy

You may submit your completed form, proposed materials, and 501 (c)3 status determination letter (if applicable) 20 business days prior to distribution through one of the following:

1. Email to: public.info@gcps.net

2. Fax to:

301-334-7621

Attn: Public Relations

3. Mail/Drop off to:

Garrett County Public

Schools Attn: Public

Relations Office

770 Dennett Road

Oakland MD 21550

THIS SECTION FOR USE BY GCPS PERSONNEL

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Approved for school information tables

Date approval sent to schools:

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Not Approved

Reason: