

**JENKS PUBLIC SCHOOLS**  
**FAX (918)299-9197**  
**Flier/Poster Approval Checklist**

Your completion of the following information will enable us to expedite your request. We will respond to your request within one week of receiving the completed form and flier. To review Board policy regarding fliers and posters, please visit the District Communications page of the Jenks website at [www.jenkspss.org](http://www.jenkspss.org).

Your Name \_\_\_\_\_ Your Phone # \_\_\_\_\_

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

The organization is (circle all that apply): For-profit    Not-for-profit    Religious    Political

Name of Flier or Poster \_\_\_\_\_

The purpose of this flier is: \_\_\_\_\_

Please indicate how you prefer to receive the approval or denial form:

\_\_\_\_\_ E-mail Address \_\_\_\_\_

\_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_ Return to pick up from the Communications Office

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**For Flier requests only:**

*(Fliers are distributed only to Pre-K – 6<sup>th</sup> Grades)*

Who should receive this flier?

\_\_\_\_\_ students      Which sites? \_\_\_\_\_

What grade levels? \_\_\_\_\_

Boys & Girls \_\_\_\_\_ Boys Only \_\_\_\_\_ Girls Only \_\_\_\_\_

\_\_\_\_\_ teachers      Which sites? \_\_\_\_\_

\_\_\_\_\_ all staff      Which sites? \_\_\_\_\_

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**For Poster requests only:**

Please circle: Student Poster or Staff Poster

Please indicate the site where posters are to be posted

\_\_\_\_\_ All Sites                      \_\_\_\_\_ East Intermediate                      \_\_\_\_\_ High School

\_\_\_\_\_ East Elem                      \_\_\_\_\_ West Intermediate                      \_\_\_\_\_ Alternative Center

\_\_\_\_\_ Southeast Elem                      \_\_\_\_\_ Middle School                      \_\_\_\_\_ Grace Pre-K & K

\_\_\_\_\_ West Elem                      \_\_\_\_\_ Freshman Academy