



Oak Lawn-Hometown School District 123

"123 Paper Free" Flyer Approval Form

Date: _____

Organization: _____

Contact Name: _____

Organization Address: _____

City: _____ State: ___ Zip: _____

Organization Phone: _____

Contact E-Mail: _____

Flyer Information

Flyer Title: _____

Requested Posting Dates (Limit Three Weeks) From: _____ To: _____

Grade Level: (Please check)

- | | |
|--|------------------------------|
| <input type="checkbox"/> All | <input type="checkbox"/> 4th |
| <input type="checkbox"/> EC/Kdg | <input type="checkbox"/> 5th |
| <input type="checkbox"/> 1 st | <input type="checkbox"/> 6th |
| <input type="checkbox"/> 2 nd | <input type="checkbox"/> 7th |
| <input type="checkbox"/> 3rd | <input type="checkbox"/> 8th |

To submit a flyer for posting:

1. Ensure that both the flyer and organization are in compliance with all criteria.
2. Download, print and complete this Flyer Approval Form.
3. Fax this Approval form, a Tax Exempt form showing your non-profit status, and an exact copy of the material to be posted to Debra Lathus at 708 423-0160.
4. If your material is approved for posting, Debra will fax an approval letter to you. You will be asked to e-mail a PDF of the flyer to Debra at dlathus@d123.org and to deliver 150 paper copies (ten groups of 15) to the Administration Center at 4201 W. 93rd St. in Oak Lawn.

Debra Lathus Office: 708 423-0150 Fax: 708 423-0160 dlathus@d123.org
 Oak Lawn-Hometown School District 123 4201 W. 93rd St. Oak Lawn, IL 60453

_____ Approved for Posting _____ Denied Initial _____ Date: _____