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 contact Public Information 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 or Parent: ____________

Distribution Type:

☐ Backpack-Mailbox ☐ School Information Tables ☐ Direct Distribution ☐ Distribution to Staff

Locations to distribution:

☐ All Schools ☐ Elementary Schools ☐ Middle Schools ☐ High Schools

If you wish to only distribute materials to specific schools, list them here. ________________________________

☐ Copy of 501 (c)3 status determination letter is attached ☐ 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: jim.morris@garrettcountyschools.org
2. Fax to: 301-334-7634
   Att: Bonnie Edwards
3. Mail/Drop off to:
   Garrett County Public Schools
   Public Information Office
   40 S. Second Street
   Oakland MD 21550

***THIS SECTION FOR USE BY GCPS PERSONNEL.***

☐ Approved for school information tables ☐ Approved for direct distribution ☐ Approved for Backpack-Mailbox distribution

☐ Not Approved Reason ____________________________

Date approval sent to schools ____________