

# Cumberland School Department

2602 Mendon Road  
Cumberland, RI 02864

(401) 658-1600

[www.cumberlandschools.org](http://www.cumberlandschools.org)

For office use only:	Permit # _____
This application is Approved for: _____ Posting Only _____ For Distribution to Students _____ One Time Only	
This application is Not Approved: _____ For-profit _____ Other: _____	
Superintendent/Designee Signature: _____	Date: _____
Comments (optional): _____	

## Application for Flyer Distribution

### **STEP 1 of 5: Contact Information (please print)**

Group/Individual Requesting Approval for Distribution of Flyer:

School Affiliation: \_\_\_\_\_

Chief Officer/Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### **STEP 2 of 5: Flyer Description**

Date(s) for Distribution: \_\_\_\_\_

Purpose of Document \_\_\_\_\_

### **STEP 3 of 5: Additional Documentation**

A copy of the flyer is included with this application.

### **STEP 4 of 5: Requestor Signature**

The sponsoring organization shall hold the Cumberland School Department free and without harm for any loss or damage liability or expense that may arise during or be caused in any way by such permission.

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

Chief Officer/School Organization

### **STEP 5 of 5: Mail Application to:** Cumberland School Department

Office of the Superintendent  
2602 Mendon Road  
Cumberland, RI 02864

*Please note:* Please allow 2-3 weeks for processing. The requestor will receive a copy of this application after it is fully approved by the Office of the Superintendent. Any changes must be submitted in writing and will affect process time.

Date Stamp Received by Superintendent's Office:
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Revised Form: 8/25/2016