



Flyers

Not For Profit Flyer Submission Form

The Clarkstown Central School District emails flyers on a weekly basis and also includes them on our "Flyers" webpage at www.ccsd.edu/flyers.

All submissions must include this completed form and be received by 3:00 PM on the Tuesday before the next mailing. To submit a flyer for consideration, please complete this form, save it, and then email it along with your flyer to ccsdrequests@ccsd.edu.

Flyer Submission Rules:

- » A Permit number is required for any event on District grounds after school hours.
- » Upon approval, flyers are distributed ONLY for non-profit organizations that are student related.
- » Our "Flyers" email, with the flyers that *have been approved for distribution*, will be sent out every Thursday during the school year, when school is in session.
- » Flyers will *only be accepted in a pdf format*.
- » All approved flyers will be included in our email only once, however, they will remain on our website at www.ccsd.edu/allflyers until they expire.
- » All flyers for PTA sponsored and District sponsored fundraising events MUST be accompanied by an approved Fundraising Proposal form.
- » Non Profit Status - If you have not submitted a flyer to us in the past 12 months we will need a copy of your IRS Determination Letter showing that you are exempt under section 501(c)(3).

- Name of Organization this Flyer Represents:
- Contact's Name:
- Contact's Phone Number:
- Contact's Email Address:
- Facility Use Permit Number:
(required only for events on District Grounds after school hours)
- Title of your flyer - as you would like it to appear in our emailing and on our website.
This should include your organization's name and the event name.
- On what date should this flyer no longer be available on our website?
- Comments

Email the following files to ccsdrequests@ccsd.edu:

- » Your Flyer, saved as a pdf file
- » This Completed Flyer Submission Form
- » Fundraising Proposal By Community Groups Form (if necessary)
- » Non Profit Determination Letter 501(c)(3) (if necessary)



If you have any additional questions, please contact Ellen Riccardi at (845) 639-5649.