



**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
950 West D Street ♦ Ontario, CA 91762 ♦ (909) 418-6436

## **Flyer Distribution Approval Process**

1. The flyer or poster must be from a governmental agency and must indicate name, address, and phone number of the agency and contact person.
2. All flyers must contain the verbiage below:

**Approval to distribute materials does not imply endorsement by the Ontario-Montclair School District.**

3. The flyer or poster request must contain age groups or grade levels of students for whom material is intended.
4. If an event is on district property, a facility use form must be completed and approved by the principal of the school where the event will be held and by the Coordinator of Facilities Planning.
5. A one-week turn-around time for approval of posters and flyers is required. Approval for distribution is obtained from the Assistant Superintendent of Learning & Teaching and reviewed by the Deputy Superintendent.
6. Flyer and posters, along with the approval form, must be taken to schools or to the district mailroom by the organization's representative. The sponsoring organization is responsible for preparing its own material for distribution (e.g., classroom count packages).

Requests should be submitted to the person below by email, fax, mail, or hand delivery.

Kathy Marsh, Executive Assistant  
Learning & Teaching  
Phone: (909) 418-6436 Fax: (909) 459-2543  
ONTARIO-MONTCLAIR SCHOOL DISTRICT  
950 West D Street, Ontario, CA 91762  
Email: [kathy.marsh@omsd.k12.ca.us](mailto:kathy.marsh@omsd.k12.ca.us)  
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