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District 101

Batavia Public Schools

bps101.net

Always Learning. Always Growing.

BackpackMail Flyer Distribution Request

Date: _____

Name: _____

Organization: _____

Email: _____

Phone: _____

Posting Date (Limit two months) **From:** _____ **To:** _____

Flyer Title: _____

Additional Request (may be granted at the discretion of the Director of Communication)

_____ Permission to post information in district office and school lobbies

Category: Please indicate the most appropriate category that applies:

Community Event

Sports (Not Park District)

Music/Drama

Park District

School/PTO

Scouting

Fundraiser

District

Miscellaneous

For BPS101 Use Only

_____ Permission has been **granted** to post information in BackpackMail

_____ Permission has been **granted** to post flyers in district office and school lobbies

_____ Permission has been **denied** to post information in BackpackMail and lobbies

Request Reviewed by _____ Date _____