

# Comal Independent School District Flier Distribution Guidelines

Comal Independent School District  
1404 IH 35 N | New Braunfels, TX 78130  
Phone: (830) 221-2066 | Fax: (830) 221-2001



The Comal Independent School District agrees to distribute materials to students for *non-profit and youth-oriented programs and organizations only*. Participating organizations are required to show proof of non-profit status. The service shall not be provided to area businesses unless the business is providing school-related services to students in the district such as graduation invitations. The decision on what is considered school-related services is at the sole discretion of the district. Approved organizations and activities are not endorsed by the district.

Comal ISD reserves the right of final approval for the release of any flier and may deny permission for any reason consistent with federal or state law, district policy, procedures or practices.

## Submission Guidelines:

1. Submit fliers to the Comal ISD Communications Department for approval along with the Comal ISD Flier Distribution Form. The flier must have a contact number or email for parents to reach. Once the flier and form are received and approved, the Communications Department will provide a student count for each campus upon request. Be sure to include your organization's name, address, phone and fax numbers, and contact name.
2. Organizations claiming a non-profit status must submit proof of 501(3)(c) status with the request.
3. The Communications Office will respond to flier approval requests within two business days. If the flier has been approved, the Communications Office will send the form back to the requestor, which must be presented at each campus when the fliers are distributed. If the flier has been denied, rationale will be provided. Any alterations will require resubmission for final approval.
4. Incomplete requests will not be reviewed for approval. Requests are complete if the form is filled out in its entirety, the flier for approval is submitted with the request, and proof of non-profit status is submitted for organizations claiming a non-profit status.
5. The organization/individual will be responsible for printing the desired number of fliers. It is recommended extra copies be printed and sent to the schools to handle enrollment fluctuations. The organization will be responsible for sorting the fliers into groups of 25 for elementary schools and groups of 30 for middle schools. Fliers may be discarded by the campus if they are not sorted/bundled.
6. Fliers must be printed on one 8 ½" x 11" (or smaller) white or colored bond paper. Fliers may be printed front and back.
7. It is not recommended that fliers be sent to the high schools as they are unlikely to be utilized or reviewed.
8. Organizations may submit posters for distribution on school bulletin boards and other locations designated by the principal. Organizations must use the same approval process described above.
9. There is no charge for this service.

Fliers may be filled out online at [http://www.comalisd.org/Contact\\_Us/Flier\\_Distribution\\_Form.asp](http://www.comalisd.org/Contact_Us/Flier_Distribution_Form.asp) or retrieved from Martha Miller, Senior Associate, at [martha.miller@comalisd.org](mailto:martha.miller@comalisd.org). Online fliers will be handled via e-mail. Please submit all other flier requests to Martha Miller at [martha.miller@comalisd.org](mailto:martha.miller@comalisd.org) or fax them to 830-221-2001. A final copy of the flier being approved for distribution must be sent in with the approval request. If you have questions, please contact Martha Miller at the e-mail listed or by phone at 830.221.2066.

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The named organization and/or its activities are not an endorsement of Comal ISD. The distribution of the fliers is subject to the discretion of the school principal.

Organization Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization Purpose: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Organization Fax: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Representative Name: \_\_\_\_\_

Representative Email: \_\_\_\_\_

Purpose of Flier: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Check Schools for Distribution

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Bill Brown Elementary      | <input type="checkbox"/> Rahe Bulverde Elementary   | <input type="checkbox"/> Smithson Valley Middle                        |
| <input type="checkbox"/> Clear Spring Elementary    | <input type="checkbox"/> Rebecca Creek Elementary   | <input type="checkbox"/> Spring Branch Middle                          |
| <input type="checkbox"/> Freiheit Elementary        | <input type="checkbox"/> Arlon Seay Elementary      | <input type="checkbox"/> Canyon High                                   |
| <input type="checkbox"/> Garden Ridge Elementary    | <input type="checkbox"/> Specht Elementary          | <input type="checkbox"/> Canyon Lake High                              |
| <input type="checkbox"/> Goodwin Frazier Elementary | <input type="checkbox"/> Startzville Elementary     | <input type="checkbox"/> Smithson Valley High                          |
| <input type="checkbox"/> Hoffmann Lane Elementary   | <input type="checkbox"/> Timberwood Park Elementary | <input type="checkbox"/> Alamo Colleges Memorial Early<br>College High |
| <input type="checkbox"/> Kinder Ranch Elementary    | <input type="checkbox"/> Canyon Middle              | <input type="checkbox"/> Comal Discipline Center                       |
| <input type="checkbox"/> Morningside Elementary     | <input type="checkbox"/> Church Hill Middle         |  |
| <input type="checkbox"/> Oak Creek Elementary       | <input type="checkbox"/> Mountain Valley Middle     |  |

I \_\_\_\_\_ acknowledge that \_\_\_\_\_ is a non-profit organization and  
(Representative name) (Organization)  
that my organization and its activities are not endorsed by Comal ISD. I also acknowledge that this flier, if  
approved, is only approved for distribution for the said campuses for the month of \_\_\_\_\_.  
(Month and Year)

### *To be filled out by the Comal ISD Communications Department only:*

Approved  Denied

Communications Signature: \_\_\_\_\_