

# CECIL COUNTY PUBLIC SCHOOLS

## DISTRIBUTION OF MATERIALS REQUEST FORM



The Board of Education, believing that it is beneficial to the students of Cecil County to be aware of cultural, civic, athletic, and other extra-curricular opportunities that exist in the community independent of the school system, wishes to create a Limited Public Forum for eligible non-profit organizations and governmental agencies to share their information with the school community.

For more on the distribution process, reference CCPS Regulation KJA-RA or contact the Public Information Office at 410-996-5474.

Name of Organization  Date Submitted

Contact Person  Email

Phone Number

Distribution Type: ☐ School Information Tables ☐ Direct Distribution\* ☐ Distribution to Staff\*\*

*\*Specific deadlines are associated with the direct distribution days which are conducted twice a year in elementary and middle schools. Call the Public Information Office or visit [www.ccps.org](http://www.ccps.org) for more information.*

*\*\*Distribution of materials to staff members must meet the requirements set forth in Regulation KJA-RA.*

Locations to distribute: ☐ All Schools ☐ Elementary Schools ☐ Middle Schools ☐ High Schools

If you wish to only distribute materials to specific schools, list them here.

☐ Copy of 501(c)3 status determination letter is attached ☐ CCPS already has a copy

You may submit your completed form, proposed materials, and 501(c)3 status determination letter (if applicable) through one of the following:

1. Mail your information to:  
Cecil County Public Schools  
Public Information Office  
201 Booth Street  
Elkton, MD 21921
2. Email to [kkeeton@ccps.org](mailto:kkeeton@ccps.org).
3. Fax to 410-996-5454,  
Attn: Kelly Keeton

### \*\*\*THIS SECTION FOR USE BY CCPS PERSONNEL\*\*\*

☐ Approved for school information tables ☐ Approved for direct distribution

☐ Not approved Reason

Date approval sent to schools