



# District 204 e-Folder

## Request to Distribute Information

Permission to post public service information as part of Indian Prairie School District 204's online e-Folder at [www.ipspd.org](http://www.ipspd.org) will be granted only to non-profit organizations holding a 501(c)(3) or an IL-492-3456. Only community organizations in the following categories will be allowed to include material in the district's e-Folder: community/governmental groups (i.e. park district, library, police), higher education (i.e. North Central College, College of DuPage), service organizations (i.e. YMCA, scouting groups), special activity/interest (athletic associations). Posting of information for commercial organizations is not permitted.

All requests to post community information in District 204's e-Folder must have the written permission of the superintendent or his/her designee. To be considered for inclusion in District 204's e-Folder, this permission form must be signed and faxed to Chanta Shelly at 630-375-3004. A PDF of the flyer must be emailed to [chanta\\_shelly@ipspd.org](mailto:chanta_shelly@ipspd.org) at least 10 days in advance of the requested posting date. Only PDF files will be accepted. Community organizations must limit requests to one per month.

All activities or information contained in the flyer must be appropriate for students. Activities should relate to school function, event or purpose, or relate to an agency that offers widely appealing program options for students. Activities should not conflict with public tax supported efforts already in effect.

The following disclaimer MUST be included on each flyer: "Distribution of information and materials through the school district does not imply District 204 endorsement." The district will not include anything that requires solicitation for local service organizations. The district will not participate in the collection of money or pledges.

Upon district approval, and at the discretion of each building administrator, a community organization may supply a small quantity of paper copies to each school's main office at its own time and expense. These copies will not be distributed to individual students.

Name of organization \_\_\_\_\_

Representative's name (print) \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Targeted grade level(s) \_\_\_\_\_ Date requesting to post (limit 1 month) \_\_\_\_\_

Flyer name \_\_\_\_\_

Representative's signature \_\_\_\_\_ Date \_\_\_\_\_

District 204 authorization \_\_\_\_\_ Date \_\_\_\_\_



**Indian Prairie School District 204**  
P.O. Box 3990 • Naperville, IL 60567  
630-375-3025 phone • 630-375-3004 fax