



## District 204 e-Folder

### Request to Distribute Information

All requests to post community information in District 204's e-Folder must have the written permission of the superintendent or his/her designee. The district reserves the right to reject submissions that do not fit within our guidelines. Suitability and approval are subject to the discretion of District 204. Please be advised that we are very selective in allowing items to be distributed through our communication systems.

If your flier qualifies for posting, it will be posted *approximately* 10 business days after it is received. New weekly e-Folders are typically posted on Mondays.

1) Fax or email this signed permission form to (Fax) 630-375-3004; or email to [204-efolder@ippsd.org](mailto:204-efolder@ippsd.org)

2) Email a PDF of the flyer to [204-efolder@ippsd.org](mailto:204-efolder@ippsd.org). Only PDF files will be accepted.

(You may be asked to send proof of your non-profit status)

Name of organization Naperville Area Humane Society  
Flyer name Animals + kids After-School Program  
Representative's name (print) Kristen Funk  
Phone number 630.420.8989 x117 Email Kfunk@naperhumane.org  
Targeted grade level(s) 2-6  
Representative's signature [Signature] Date 8/22/17  
District 204 authorization \_\_\_\_\_ Date \_\_\_\_\_