



STAFFORD MUNICIPAL SCHOOL DISTRICT  
 1625 STAFFORDSHIRE ROAD  
 STAFFORD, TEXAS 77477  
 281-261-9200 FAX: 281-261-9249

**PERMISSION TO DISTRIBUTE FLYERS  
 STUDENTS**

Name of Organization: \_\_\_\_\_

**Organization making request must supply documentation  
 supporting a not-for-profit status.**

Name of Flyer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Attach a copy of the flyer to this form and submit your request by fax to 281-261-9249, by email to sashby@stafford.msd.esc4.net, or in person at 1625 Staffordshire Road, Superintendent's Office. Duplication and delivery of flyers are the responsibility of the organization requesting permission to distribute. The manner in which flyers are distributed is at the campus Principals' discretion. Please contact Principals prior to delivering flyers to the school.

**A copy of this approved form must be included with the bundled flyers to each campus before flyers can be distributed.**

Please Note:

- Flyers must be in stacks of 25.
- Flyers must be for an activity beneficial to students.
- The organization making this request **must** supply documentation of not-for-profit status.
- Fundraising flyers from organizations outside of SMSD will not be approved.

Check the campus you wish to submit flyers for distribution. An approximate number of students is shown following each campus.

<input type="checkbox"/> Stafford Primary School - 560 Grades Pre-K - 1	Kim Vu, Principal	281-261-9203
<input type="checkbox"/> Stafford Elementary School - 690 Grades 2-4	Benterah Morton, Principal	281-261-9229
<input type="checkbox"/> Stafford Intermediate School - 480 Grades 5-6	Patricia Cantu, Principal	281-208-6100
<input type="checkbox"/> Stafford Middle School - 540 Grades 7-8	Dr. Phyllis Tyler, Principal	281-261-9215
<input type="checkbox"/> Stafford High School - 900 Grades 9-12	Rebecca Benedict, Principal	281-261-9214

Approved for Distribution: \_\_\_\_\_  
 Superintendent's Office Date