

# GARRETT COUNTY PUBLIC SCHOOLS DISTRIBUTION OF MATERIALS REQUEST FORM



The Board of Education, believing that it is beneficial to the students of Garrett 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 GCPS Policy and Administrative Procedure KHC or contact the Public Relations Office at 301-334-8931.

Name of Requesting Party:  Date Submitted:

Contact Person or Parent:

Email of Contact Person or Parent:

Phone Number of Contact Person of Parent:

Distribution Type:

School Information Tables

Locations of distribution  All Schools  Elementary Schools  Middle Schools  High Schools

If you wish to only distribute materials to specific schools, list them below:

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

You may submit your completed form, proposed materials, and 501 (c)3 status determination letter (if applicable) 20 business days prior to distribution through one of the following:

1. Email to: [public.info@gcps.net](mailto:public.info@gcps.net)

2. Fax to:  
301-334-7621  
Attn: Public Relations

3. Mail/Drop off to:  
Garrett County Public  
Schools Attn: Public  
Relations Office  
770 Dennett Road  
Oakland MD 21550

\*\*\*THIS SECTION FOR USE BY GCPS PERSONNEL\*\*\*

Approved for school information tables Date approval sent to schools:

Not Approved Reason: