



U-46 Online Backpack Request for Posting/Distribution

All fields are required

- **Date:** _____
- **Organization/Group Name:** _____
- **Organization/Group Address:** _____

- **Requester's Full Name (First and Last):** _____
- **Requester's Email Address:** _____
- **Requester's Phone Number:** _____
- **Flyer Title (to be posted online):** _____
 - Make sure to attach a PDF copy of the flyer (any other format will not be considered).
 - The text of the material must include a contact name and telephone number, email address or website where inquiries may be directed should parents or students have questions.
- **Date Range (posting dates – max 30 days):** From _____ to _____
 - Only one flyer per organization will be posted at one time. Organizations are limited to postings of one per month with a two-month limit for any one posting.
- **Audience:** **Students** **Parents/Guardians**
 - If for students, list applicable age/grade level(s) and school(s).
e.g., All Schools, Only Elementary Schools, Only Middle Schools, Only High Schools, or specify if it is for a specific school/community and/or grade level. For a directory of U-46 schools, visit u-46.org/schools

Age or Grade Level(s)	School Name(s)
- **How are you looking to distribute flyer?** **Online** **Printed** **Both**
 - Please note that the District, its school or staff are not required nor responsible for promoting, marketing, copying or distributing any flyers or its material other than posting on its Online Backpack webpage.

**Submit this completed request along with the
Not-For-Profit Status form to onlinebackpack@u-46.org.**