

## **NONPROFIT FLYER SUBMISSION & APPROVAL PROCESS**

1. Email an electronic copy of the flyer in question to the Superintendent's Secretary, Deb Miller at [dmiller@nn.k12.in.us](mailto:dmiller@nn.k12.in.us) at least **2 weeks** prior to the event. We do not approve flyers for the summer months from the last day of school in May/June through the first day of school in August.
2. Inform Deb Miller in the email who you intend to distribute the flyer to and when you would like to distribute them.

### **North Newton Schools**

Lake Village Elementary School K-6<sup>th</sup>  
Lincoln Elementary School K-6<sup>th</sup>  
Morocco Elementary School K-6<sup>th</sup>  
North Newton Junior-Senior High School 7<sup>th</sup>-12<sup>th</sup>

3. The Superintendent will review flyer requests.
4. If approved, you will be notified by email, as well as, being provided the number of copies/bundles to provide for each school. You will also be notified if the flyer is denied.
5. If the flyer is approved, Deb Miller will notify the schools requested. Secretaries are then authorized to distribute to the classroom teacher for students to take the flyers home.
6. You **MUST** get all flyers **APPROVED before** submitting to the schools to distribute.
7. The Junior-Senior High School does not distribute flyers. An announcement will be made informing students to pick up the flyer at the school office, if interested.
8. Only flyers submitted that are Nonprofit Organizations will be considered.

Any additional questions, please contact the North Newton Administration Office at 219-285-2228.