



CASTLEBERRY ISD

TALENT ACQUISITION DEPARTMENT

Please complete the Flyer Distribution Coversheet and attach the Flyer you wish to submit. The coversheet and flyer must be submitted to the Talent Acquisition office. You will be notified within 1 to 2 days if flyer has been approved. **Please note: When possible, please submit flyer in both English and Spanish.**

Name of Person Submitting Coversheet:	
Name of Organization:	
Address:	
City, State, Zip:	
Phone:	
E-Mail:	
Flyer Topic:	

Check boxes below on left to request which campus and to whom you would like to distribute the flyers to. It is the responsibility of the requestor to contact the campus they wish to distribute flyers to for counts.

Requested:	Campus(es):	Approved:
<input type="checkbox"/>	Castleberry Elementary (PK- Grade 5)	<input type="checkbox"/>
<input type="checkbox"/>	A.V. Cato Elementary (PK – Grade 5)	<input type="checkbox"/>
<input type="checkbox"/>	Joy James Elementary (PK – Grade 5)	<input type="checkbox"/>
<input type="checkbox"/>	Irma Marsh Middle School (Grade 6 – Grade 8)	<input type="checkbox"/>
<input type="checkbox"/>	Castleberry High School (Grade 9 – Grade 12)	<input type="checkbox"/>
<input type="checkbox"/>	REACH High School (Grade 9 – Grade 12)	<input type="checkbox"/>
Requested:	To Whom:	Approved:
<input type="checkbox"/>	Distribute to students	<input type="checkbox"/>
<input type="checkbox"/>	Distribute to staff	<input type="checkbox"/>
<input type="checkbox"/>	Place stack in campus office (Announcement may be made that info is available)	<input type="checkbox"/>
<input type="checkbox"/>	Post copies in hallway	<input type="checkbox"/>

Administrator Approval: _____

Date: _____