



Los Angeles Unified School District Headquarters  
Office of the Building  
**FLYER DISTRIBUTION APPROVAL FORM**

**REQUESTOR INFORMATION:** (please print)

Requestor Name:	Date:
Position Title:	Department:
Email:	Phone:
<b><i>Please complete information for event on flyer:</i></b>	
Event Title:	Event Location:
Time (From):	Time (To):
Department Sponsoring Event:	

**Description of Event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Approvals:**

Director Approval:

X \_\_\_\_\_

Senior Leadership Division Head Approval:

X \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Important Reminders:**

1. Approval of flyer for distribution from Office of the Building does not constitute approval of event as this should be vetted by the sponsoring department.
2. Flyers may only be posted on designated bulletin boards. **Do not** post flyers in elevator lobbies or on any walls, light coverings, or wall fixtures to avoid damage to surfaces.
3. A designated person should be assigned to remove outdated materials as soon as the information is no longer relevant.

**Please submit form AND a copy of the flyer to the Office of the Building  
(Email: [OfficeoftheBuilding@lausd.net](mailto:OfficeoftheBuilding@lausd.net))**

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Building

**Guidelines for Posting Flyers Within LAUSD Administrative Headquarters**

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The following guidelines are to be followed prior to posting flyers within the LAUSD Administrative Headquarters Building:

- ❖ The sponsoring office/division of a charitable event, fundraiser, or other building activity should vet and obtain Division Head approval to post and/or distribute a flyer within Headquarters.
- ❖ The *Flyer Distribution Approval Form* (including the signature of the Senior Leadership Division Head) must be completed and emailed, along with the flyer (PDF), to the Office of the Building at: [Officeofthebuilding@lausd.net](mailto:Officeofthebuilding@lausd.net).

**NOTE:** Flyers should be clear and include the following information:

1. The name of the department/unit that is sponsoring the event.
2. Dates, time of operation and exact location of the event (office or cubicle number).
3. The name, phone and email of a contact person for questions that arise
4. The specific District supported charity benefitting from the event (if appropriate)  
Examples include charities supported by the Homeless Education Program and the Consolidated Charitable Campaign. (See Bulletin 5661.0 titled “*LAUSD Ethics Guide for Holiday and Social Events*” for fundraising guidelines).
5. If applicable, flyer attachments should be emailed to the Office of the Building as one document.

Upon receipt and final review of the *Flyer Distribution Approval Form*, the Office of the Building will notify the sponsoring office/division of the approval to post flyers within the building.

**REMINDERS:**

- ❖ Use of the A-level cafeteria dining area is subject to advance reservations only. If sponsoring divisions want to request the use of the A-level cafeteria, please complete the *A-Level Cafeteria Use Request Form* and contact the Office of the Building at 213-241-1320 to confirm availability of the dining area **prior to confirming the event date and preparing your flyer**.
- ❖ Flyers may only be posted on designated bulletin boards after receiving final confirmation from the Office of the Building.
- ❖ **Do not** post flyers in elevator lobbies or on any walls, light coverings, or wall fixtures to avoid damage to surfaces.
- ❖ A designated person should be assigned to remove outdated materials as soon as the information is no longer relevant.
- ❖ A communication will be sent out from the Office of the Building the second Monday of each month to announce fundraiser events and other approved activities in the building. Please submit the *Flyer Distribution Approval Form* and flyer to [Officeofthebuilding@lausd.net](mailto:Officeofthebuilding@lausd.net) no later than 10 a.m. the first Monday of each month (Tuesday after holidays) to add information to the communication.

Thank you for adhering to the above-mentioned guidelines. Please contact the Office of the Building at (213) 241-1320 if you have any questions.