

Framingham Public Schools

Edward J. Gotgart, Ed.D., Acting Superintendent of Schools

73 Mount Wayte Avenue, Suite #5
Framingham, Massachusetts 01702
Telephone: 508-626-9117 Fax: 508-877-4240

FRAMINGHAM PUBLIC SCHOOLS PRESS RELEASE

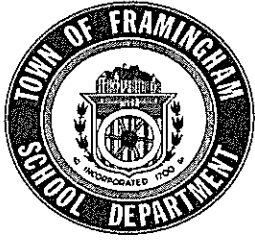
FOR IMMEDIATE RELEASE: August 10, 2016

Distribution of Material 2016-2017
Office of the Superintendent
508-626-9117

Framingham based youth-oriented service groups will be permitted to distribute recruitment materials for four (4) periods during the 2016 – 2017 school year. The dates are:

September 22 and 23, 2016
November 3 and 4, 2016
March 23 and 24, 2017
May 11 and 12, 2017

The procedure for distribution of materials is available by calling the Office of the Superintendent of Schools at (508) 626-9117 or visit the website at www.framingham.k12.ma.us/superintendent.



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August 10, 2016

TO: Framingham Youth Recruitment Organizations
FROM: Office of the Superintendent
SUBJECT: Distribution of Recruitment Material of the 2016-2017 School Year

Framingham based youth-oriented service groups will be permitted to distribute recruitment materials for four (4) periods during the school year. The dates are as follows*:

Approval Deadline	Materials Due to Schools (no later than)	Date of Distribution
September 2, 2016	September 21, 2016	September 22 and 23, 2016
October 14, 2016	November 2, 2016	November 3 and 4, 2016
March 3, 2017	March 22, 2017	March 23 and 24, 2017
April 13, 2017	May 10, 2017	May 11 and 12, 2017

*No exceptions will be permitted to the distribution dates listed above.

Distribution Guidelines:

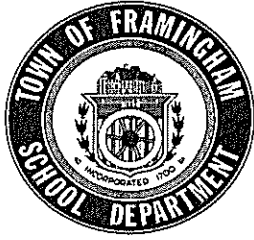
- Please complete the Application for Approval form, send form along with materials to: Amy Kane at akane@framingham.k12.ma.us for approval
- Materials will not be distributed without approval from the Superintendent's office
- According to School Committee policy, "All material to be distributed through the Framingham Schools must be provided in three languages (English, Spanish and Portuguese)."
- Only Framingham non-profit youth oriented groups will be considered for approval
- Materials are distributed under the auspices of the School Department; therefore all messages must be free of grammatical and spelling errors to receive approval
- All materials must contain the following statement "Translations provided by"
- Please allow *5 business days* to process your request. If approved you will receive your distribution instructions. It is the responsibility of the organization to package and deliver the materials to the schools

If you have any questions please call my office at 508-626-9117.

EJG/ak

Attachments

cc: Framingham School Committee, School Principals, School Secretaries, PTO Presidents



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DISTRIBUTION OF MATERIALS APPLICATION 2016-2017

Organization: _____
Contact: _____
Email: _____
Phone: _____
Description of Flyer: _____

Distribution Guidelines:

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- According to School Committee policy, "All material to be distributed through the Framingham Schools must be provided in three languages (English, Spanish and Portuguese)."
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- All materials must contain the following statement "Translations provided by"
- Please allow 5 business days to process your request. If approved you will receive your distribution instructions. It is the responsibility of the organization to package and deliver the materials to the schools
- **All approved materials will be posted on the Framingham Public Schools website, Superintendent's page, via a link created by the Superintendent's Office. This link will be distributed to all the schools on the date of distribution. This link will be the same for every school**
- Please return this application and the flyer to:
Amy Kane at akane@framingham.k12.ma.us