

# Board Policy

Code No. 903.5E1

## DISTRIBUTION OF MATERIALS- VIRTUAL BACKPACK REQUEST FORM

Please review BCSD Virtual Backpack Guidelines to ensure the flyer and organization are in compliance with all criteria before submitting request.

Complete information below and email request AND exact copy of the material to [klowry@bettendorf.k12.ia.us](mailto:klowry@bettendorf.k12.ia.us)

DATE:

FLYER TITLE:

GRADE LEVEL:

LOBBY FLYERS (yes or no):

NAME OF ORGANIZATION:

NAME OF CONTACT:

CONTACT EMAIL:

CONTACT PHONE:

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### For District Use Only

- Permission has been granted to post information on the District Virtual Backpack.  
Date posted:
- Permission has been granted to place flyers in the literature racks.  
Date sent to buildings:
- Permission to post has been denied.  
Date:

*Approved: August 1, 2011*

*Reapproved: February 19, 2013*