

**KILLEEN INDEPENDENT SCHOOL DISTRICT  
NON-SCHOOL LITERATURE SUBMISSION FORM**

**Date:**

**Title of Material:**

**Purpose:**

**Sponsor (Organization/Individual/Club):**

**Point of Contact:**

**Name:**

**Email:**

**Phone:**

**STAPLE THE TOP PORTION OF THIS FORM TO LITERATURE AND RETAIN THE BOTTOM**

---

Thank you for submitting a request for non-school literature distribution within Killeen ISD.

The point of contact listed above will receive email **notification of approval or disapproval within 10 working days** of submission. Allow time for processing and distribution to campuses.

If the material is approved for distribution, approval verification will be placed on the material. Approval verification indicates distribution within the District has been approved and does not represent endorsement or sponsorship of the material or related event. Campus principals retain final approval over dissemination of non-school literature within their campus.

It is the responsibility of the sponsor to reproduce and distribute materials to campuses. **All materials distributed must have a copy of the approval verification and should be sorted in groups of 25 to facilitate distribution.**

**Date:**

**Title of Material:**