

SCHOOL DISTRICT OF OKALOOSA COUNTY VENDOR'S REQUEST TO CONTACT PRINCIPALS

Directions:

- 1) This form should be completed in its entirety and returned to the office listed below. An exact copy of the materials being requested for distribution must be included for review (e.g., brochure, flyer etc.). Approval from the District Office is required prior to contacting schools. Please allow 72 hours to receive a determination.

Not including a copy of the material(s) being requested for distribution will delay processing.

Steve Horton, Assistant Superintendent, Operational Systems
 Carver Hill Administrative Complex
 461 W School Ave.
 Crestview, FL 32536
 Phone: 689-7117 Fax: 689-7121
 Email: ANGLINS@okaloosaschools.com

- 2) This form, when approved, gives permission for vendors to contact the principal of the requested school(s) for an appointment.
Any appointment and/or distribution of material is at the discretion of the school principal.
- 3) Vendors should take a signed copy of this form to each principal for their approval.
- 4) Upon approval by the principal, vendors should contact the school(s) to get a student count prior to delivery of any materials.
A signed copy of this form must accompany any materials that are delivered to the school(s).

Name:
Organization:
Address:
Email Address:
Phone:
Fax:
Reason for Request (Attach brochure and/or information describing the business and request):
Choose One - <input type="checkbox"/> ALL OCSD Schools <input type="checkbox"/> Specific Schools (List Individually):
Contact Dates:
Name of person(s) who will contact principals:
Specification(s) if any by the Superintendent's Designee are made below: <input type="checkbox"/> Place in office only (area designated by the school principal). <input type="checkbox"/> Distribute to faculty/staff only (as determined by the school principal). <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Approved <input type="checkbox"/> NOT Approved </div> <div style="border-top: 1px solid black; width: 60%;"></div> <div style="border-top: 1px solid black; width: 15%;"></div> </div> <p style="text-align: center;">Signature of Superintendent's Designee</p>

Approved **NOT** Approved

Signature of **Principal** Date