



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## REQUEST FOR STUDENT/STAFF CONTACT 2018-2019 School Year

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

Address: \_\_\_\_\_

Not-for-profit (Y/N) \_\_\_\_\_

Person making request: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Distribution Date (see attached schedule): \_\_\_\_\_

Grade levels you wish to contact: (Pre-K to 12): \_\_\_\_\_

Paper Flyer (Y/N) \_\_\_\_\_ Online Distribution (Y/N) \_\_\_\_\_

### **Directions for printed distribution materials:**

1. Prior to distribution of materials, forms must be filled out and sent with a sample of the material to the **Communications Department** by emailing Nalo Mitchell, [nalom@sps186.org](mailto:nalom@sps186.org).
2. Applicants will be notified of approval by phone or email.
3. Please note, materials must be counted and bundled in sets of 30 (see School Count and Distribution Schedule).
4. The bundle sets **must be labeled** with **each school's name** on top of each bundle.
5. The bundled and labeled sets of materials must be delivered to the **Warehouse** at **530 W. Reynolds** by noon on the designated **delivery dates** (see School Count and distribution Schedule). Please be sure the materials are delivered to the Warehouse and not the front office (thank you).
6. Materials will be distributed to students during a designated week per the school distribution dates.

### **Information regarding 'Online Backpack' materials:**

1. Each of our elementary schools utilize the **Online Backpack** distribution method as we are attempting to provide the most efficient distribution method for each of our schools as well as our community members and families. Some schools still receive paper fliers as well (please see as noted).
2. Prior to materials being distributed, forms must be filled out and sent with a sample of the material to the **Communications Department** by emailing Nalo Mitchell, [nalom@sps186.org](mailto:nalom@sps186.org)
3. Applicants will be notified of approval by phone or email and online fliers will be updated weekly.

### **Questions & Contact info**

Nalo Mitchell, Coordinator of School Family and Community Relations  
(217) 525-3047 or [nalom@sps186.org](mailto:nalom@sps186.org)

### **For office use only:**

Approved

Denied



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## SCHOOL COUNT AND DISTRIBUTION SCHEDULE 2018-2019 School Year

### Deadlines

During the 2018 - 2019 school year, District 186 will distribute materials once per month to the elementary school students. If you would like to use our distribution system, please note that your materials must be delivered prior to the monthly distribution dates as indicated below.

### Directions

1. Bundle materials in sets of 30.
2. Tie bundles and label each bundle with the school name on top.
3. **Deliver the fliers to 530 W. Reynolds** between the hours of **8 a.m. - 12 noon** on the dates as indicated on the table above.
4. Middle schools (grades 6-8) and high schools (grades 9-12) do not receive printed materials.

Distribution Date	Dates materials must be delivered to 530 W. Reynolds
Sept. 6	Sept. 4 - 5
Oct. 4	Oct. 2 - 3
Nov. 8	Nov. 6 - 7
Dec. 6	Dec. 4 - 5
Jan. 10	Jan. 8 - 9
Feb. 7	Feb. 5 - 6
March 7	March 5 - 6
April 11	April 9 - 10
May 9	May 7 - 8

### Questions & Contact info

Nalo Mitchell, Coordinator of School Family and Community Relations  
217-525-3047 or [nalom@sps186.org](mailto:nalom@sps186.org)

This information also is available online at:  
[www.sps186.org/communications/](http://www.sps186.org/communications/)

School	Grades	Bundles*
Addams	K-5	ONLINE
Ball Charter	PreK-5	9
Black Hawk	K-5	9
Butler	K-5	13
Dubois	K-5	ONLINE
ELC	PreK	ONLINE
Enos	K-5	12
Fairview	K-5	ONLINE
Feitshans	K-5	ONLINE
Graham	K-5	9
Harvard Park	K-5	15
Hazel Dell	K-5	ONLINE
Iles	K-5	ONLINE
Laketown	K-5	ONLINE
Lee	K-5	ONLINE
Lindsay	K-5	15
Marsh	K-5	ONLINE
Matheny-Withrow	K-5	ONLINE
McClermand	K-5	9
Ridgely	K-5	11
Sandburg	K-5	ONLINE
Southern View	K-5	7
Wilcox	K-5	ONLINE
	<b>Total</b>	109