



## Ridgeland School District 122

6500 West 95th Street  
Oak Lawn, IL 60453

[www.ridgeland122.com](http://www.ridgeland122.com)

708-599-5550 - Phone

708-599-5626 - Fax

Date: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_ @ \_\_\_\_\_ .

Purpose of the Flyer: \_\_\_\_\_

Posting Dates: (must not exceed 4 weeks)

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### Submittal Instructions:

- 1.) Complete the above form.
- 2.) Attach copy of flyer.
- 3.) Send form and copy of flyer to the attention of Anissa Beckon, Superintendent Secretary.  
Send e-mail to [abeckon@ridgeland122.com](mailto:abeckon@ridgeland122.com) or fax to the above number.
- 4.) If approval is received, please e-mail a .PDF version of the flyer to the attention of Anissa Beckon at [abeckon@ridgeland122.com](mailto:abeckon@ridgeland122.com). One (1) bundle of thirty (30) flyers per building should be delivered to the Administrative Center at the above address.

Questions? Please contact Anissa Beckon at 708-599-5550 ext. 213.

### Office Use Only:

Approved

Denied

By: \_\_\_\_\_

Date: \_\_\_\_\_