

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

Directions:

- 1) Complete this form and return to the office listed below with a brochure or flyer describing your business. You are required to receive approval from the District Office 72 hours prior to contacting schools.

Nick Kootsouradis, Assistant Superintendent of Operations
461 W School Ave.
Crestview, FL 32536
Phone: 689-7117 Fax: 689-7121
Email: anglins@mail.okaloosa.k12.fl.us

- 2) This signed form gives permission to 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 their signed copy of this form to each principal for approval.
- 4) Upon approval by the principal, and prior to the delivery of any materials, the school(s) should be contacted for student counts. 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 your 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 Assistant Superintendent 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).
____ Approved ____ NOT Approved _____ Signature of Assistant Superintendent Date

____ Approved ____ **NOT** Approved _____
Signature of Principal Date