

# *Califon Public School*

*6 School Street*

*Califon, NJ 07830*

*Ph. 908-832-2828 Fax: 908-832-6719*

## *Requests for Community Information Distribution*

Dear Community Members,

The Califon School is pleased to help spread the word regarding community activities that benefit the Califon Students. However, because there are many requests that come through the Califon School from the Community, we ask that you please abide by following procedures during requests for distribution.

- A draft copy of the material should be submitted to the Califon School Superintendent for approval prior to distribution.
- Drafts can be *emailed* [mfogg@califonschool.org](mailto:mfogg@califonschool.org)  
*Faxed* 908-832-6719,  
or dropped off in the office.
- Copying of material must be completed a community organization representative.
- Packets for distribution should be prepared in bundles 25 per class that you wish to distribute to. (14 copies per class if it for only boys or girls, please specify.)
- Califon has 1 class per grade K-8
- Prepared bundles should be brought to the main office for distribution.
- If you wish to have a copy posted to school website under the community tab, please email a copy to [mweil@califonschool.org](mailto:mweil@califonschool.org) after approval.

***Community Requests for Distribution of Information Procedures*** apply to all requests not generated internally from the Califon Public School. Community Groups include but are not limited to: *Township Sports programs, Girl/ Boy Scouts, Summer Camp programs, YMCA programs, Voorhees High School programs, Cultural Arts programs, Fundraisers, and Neighboring Town events etc.*