

MAILING LISTS AND LABELS

The following materials and services shall be made available to either the United Parent-Teacher Council or the Parent-Teacher Associations:

1. Preparation and distribution, without charge, of mailing lists and labels provided that a written request for lists and/or labels for use in mailing materials, bulletins, notices, etc., to their members, parents and/or students is transmitted in timely fashion to the office of the Assistant Superintendent for Business and the purpose therefore is indicated and the Board of Education is informed by memorandum of the purpose after the fact;
2. Use of duplicating equipment, printing facilities, and mailing privileges;
3. Necessary supplies for bulletins, newsletters, and other pertinent and relevant school district flyers.

Great Neck Public Schools
Adopted: 3/26/73
Amended: 10/10/74