



Agreement of Understanding for E-flier Distribution with Northshore School District 2019-20

We/I _____

as representative(s) of the following nonprofit:

(representative(s) name)

(organization name)

(phone number)

(street address)

(e-mail address)

(city, state, zip)

agree to adhere to guidelines and procedures stated in this document and other documents for E-flier distribution as provided by the Northshore School District. We/I assert that we are seeking approval to distribute E-fliers that meet the following standards:

- 1) Produced by a non-profit, non-commercial organization operating for youth.
- 2) Serving or appealing to the majority of Northshore youth.
- 3) The materials should be non-commercial, secular, free of objectionable advertising (advancement of the name, product, or special interest of the sponsoring organization), and contain no requests for donations or solicitations of service.
- 4) E-fliers must include organization's phone number, as well as other contact information if available.
- 5) Scholarship opportunities providing equitable access for all students must be listed on the E-flier, if available.
- 6) Any application found to have falsified information will not be approved.
- 7) E-fliers are approved for a one-time distribution. Succeeding E-fliers must also be approved.

Seeking Approval

Organizations seeking E-flier approval may submit documentation to cshumate@nsd.org. Required documentation includes:

- 1) **Must be an accessible PDF**
- 2) Electronic copy (.pdf) of organization's E-flier/poster with district disclaimer included
- 3) **District disclaimer must be placed at top of E-flier. Font = Arial Bold, font size = 10**
- 4) Signed agreement of understanding for the current school year
- 5) Current proof of your non-profit status (information will be kept on file for current school year)
- 6) Define intended audience if other than an all-district distribution

E-flier Distribution Requirements

Content: Each E-flier MUST contain the following disclaimer at the top of the e-flier, Font = Arial BOLD, size 10: "These activities are not sponsored nor endorsed by the Northshore School District or any of its schools. The district assumes no responsibility for the conduct during or safety of the activities. Northshore School District shall be held harmless from any cause of action, claim, or petition filed in any court or administrative tribunal arising out of the distribution of these materials including attorney's fees and judgments or awards."

Timing & Posting: Submit your materials to the Communications Department at least one week ahead of the desired posting date. E-fliers will be posted on **Mondays**, excluding holidays, non-student days and student breaks. The district makes no guarantees, implied or otherwise, concerning the timeliness of E-flier postings. The district will accept E-fliers for approval/posting September through the last school day in May of the current school year.

Paper Copies for Schools: Organizations may provide 20 paper copies of their approved E-flier for each approved school's resource table. Organizations can package 20 paper fliers and a copy of the district-provided approval sheet into a manila envelope for each school. Seal and label the envelope with the school's name. Deliver the envelopes to the Administration Center receptionist (3330 Monte Villa Parkway, Bothell, WA 98021) for courier delivery to the schools. Bring a loose copy of the E-flier and approval sheet for check-in. The district makes no guarantees, implied or otherwise, concerning the timeliness of delivery of paper fliers. **Personal deliveries to the schools will not be accepted.**

Having read the above guidelines and procedures, we/I as a representative of a nonprofit organization, agree to adhere to these guidelines and procedures and communicate these guidelines and procedures to my staff, as necessary, each time we/I seek to distribute fliers or other printed materials in the Northshore School District.

Signature

Date