

# MATERIALS DISTRIBUTION PROCEDURES

The NHCS PR Department reviews and considers non-school materials for distribution to NHCS students. Materials must adhere to the requirements set forth by New Hanover County Board of Education Policy 9415.

Nonprofit organizations providing programs for youth that are designed to promote fitness, cultural arts or academics consistent with the North Carolina Common Core Standards will be considered. Materials submitted by for-profit businesses/organizations will not be considered for distribution and will be denied as required by the Board Policy.



The following procedures have been implemented. Please review before submitting materials for consideration.

- Materials should be submitted for consideration via fax, (910) 254-4477 or email to: [caress.clegg@nhcs.net](mailto:caress.clegg@nhcs.net).
- The NHCS disclaimer must be included on any and all materials distributed to students. The disclaimer is as follows:

*"This information/publication does not necessarily represent the views of New Hanover County Schools nor does it constitute or imply endorsement, recommendation, or favoring by New Hanover County Schools."*

- Allow 48 hours for approval/denial of your request.

## ***If materials are approved:***

- A stamped/approved copy will be returned.
- Materials should be bundled in groups of 30 for easy distribution at the schools. For current NHCS membership, log onto [www.nhcs.net/ncwise/ncwisereports.htm](http://www.nhcs.net/ncwise/ncwisereports.htm) or contact the PR Department at (910) 254-4245.
- For verification purposes, a copy of the approved copy should be placed on top of materials.
- School principals have site-based decision authority to decline approved materials for distribution to students.

## ***If materials are not approved:***

- A response citing the reason(s) why approval was not granted will be provided.

For more information about non-school materials distribution, please contact the PR Department at (910) 254-4319.