

**GUIDELINES FOR THE DISTRIBUTION/POSTING OF
PROMOTIONAL LITERATURE** **Revised December 2020**

These guidelines are established to enable a restricted distribution of non-instructional information to Millcreek students which supplements and enriches the school's educational or other programs and which promote the goals and objectives of public education as set forth by the Board of Education.

- In general, materials which reflect or promote ethnic bias, sexual behavior, violence, harassment, political activity, or are religious in nature shall not be distributed to students.
- In general, there is to be no "for profit" advertising whether direct or indirect in its focus. (Ex: "Buy One Get One Free" or "Must be accompanied by an adult.")
- No paper materials will be distributed during the COVID-19 Pandemic.
- A District *Request for Distribution of Promotional Literature Form* (available at mtsd.org) and a copy of the information to be distributed should be submitted to the Superintendent at the Millcreek Education Center, 3740 West 26 Street, Erie, PA, 16506, **at least two weeks prior to the requested date of distribution.**
- A copy of your organization's 501(c)3 certificate must be included with your request. MTSD distributes only for local non-profit organizations.
- Material from District supported organizations (IU, PTA, chorus, band, school-related clothing, etc.) may be distributed.
- School organizations wishing to distribute information outside of their individual school to other Millcreek schools must fill out the flyer form and submit it for approval to the Superintendent.
- Distributions must have prior approval of the Superintendent or designee. No District employee, student, or others outside the school may distribute, or allow to be distributed, non-school materials unless approved in accordance with these guidelines.
- MTSD does not distribute promotion literatures or flyers via email.
- MTSD reserves the right not to distribute materials that compete with our programs.
- Your request must include specific dates/times – please, no TBD or TBA on flyers.
- Approved flyers will be posted at: MTSD.ORG
- Flyers must clearly have a contact email displayed for those wishing for additional information.