

PUBLIC INFORMATION PROGRAM:
SCHOOL COMMUNICATIONS PROGRAM

GBB
(REGULATION)

PRINTING OF
MATERIALS FOR
OUTSIDE SUPPORT
GROUPS

Outside support groups affiliated with the District and/or its programs (including booster clubs, parent support groups, employee groups, student groups, professional educational organizations, and civic groups) will be allowed to utilize the services of the District's publications/printing department.

Outside support group printing will fall in priority after District printing. The publications/printing department may refuse printing requests from outside support groups if their workload is too great to handle the request. The publications/printing department will establish procedures concerning how materials are to be submitted, advertising limitations, etc.

Printing requests must conform to all District policies and regulations concerning materials that can be printed and distributed to District employees and students.

In addition to the District's standard printing charges, outside groups will be charged for additional operating expenses (i.e. utilities, overtime, etc.) and sales tax, unless an exception is approved by the Assistant Superintendent for Administrative Services or designee before printing.

The building principal will review and sign all printing requests from campus groups verifying that the request complies with all District policies and regulations. The Assistant Superintendent for Administrative Services or designee will review and sign the printing requests for non-campus support groups.

ADVERTISING

Advertising that complies with District policies may be included in materials submitted for printing to cover the costs of printing. However, the organization may not profit from the sale of advertisement unless all expenses of the publications/printing department have been covered.