Digital Flyers Procedure

*All flyers must be submitted in both PDF **and** .JPG/.JPEG Formats*

1. All **athletic flyers** must be submitted to the Athletic Director for approval
2. All **in-house flyers** must be submitted and approved by the building administration
3. All **external flyers** must use the District form for approval - saved as PDF, and submitted to kdroney@moonarea.net
4. After submission, the flyers will then be reviewed by the Communications office for final approval
5. If the Communications Office determines a flyer to be questionable, it will be submitted to the Superintendent for review
6. If the flyer is approved, the Communications office will post the flyer and the submitting organization will view the flyer on the website link
7. If the flyer is not approved, the Communications office will communicate with the organization submitting the flyer so they are aware the request has been denied
8. **Only not-for-profit organizations will be considered** for approval and posting. Flyer approval remains at the discretion of the District.

DIGITAL FLYERS – Parent Information

In an effort to move toward an economic and environmentally responsible system, flyers will no longer be sent home with students and will now be posted on the website under "Digital Flyers." Flyers will be printed on an as-needed basis. District and school-based information will continue to be sent home with your children for your review. Teachers will still send home assignments and materials, so please be sure to check your child's backpack frequently for homework/grading.

Flyers posted are for information purposes only. Posting does not imply District endorsement of any event. Only not-for-profit and District-affiliated organizations will be considered for approval and posting. Flyer approval remains at the discretion of the District.

Flyers are grouped by "District," "High School," "Middle School," and "Elementary," so please make the appropriate selection below to view those that apply to your children.

Type:

Flyer Name:

School:

FLYER SUBMISSION FORM

Guidelines:

- • Organizations must submit an electronic version of their flyer to the District for approval
- • Submitted flyers must adhere to the guidelines of the District
- • Approved flyers will be posted until the date of the event(s) has passed
- • All activities or information posted must be age-appropriate for District students
- • Requestors will be notified by e-mail of approval/disapproval
- • Only not-for-profit and District-affiliated organizations will be considered for approval and

posting Flyers posted are for informational purposes only. Posting does not imply District endorsement of them.

Questions? E-mail kdroney@moonarea.net

General Information

First Name:*

Last Name:*

Company/Organization:*

Email Address:*

Phone Number:*

Flyer Information

Flyer Title:*

School:* (multiple levels may be checked, depending upon age appropriateness)

___   District

___ Elementary Schools (grades K-4, ages 5 thru 9)

___ Middle School (grades 5-8, ages 10 thru 13)

___ High School (grades 9-12, ages 14 and over)

Flyer/Document

Flyer Attachment: *Attachment Required
(PDF ONLY)

***Required**