

Flyer Approval Guidelines

PLEASE READ CAREFULLY

NOTE: All flyers will be reviewed and, if approved, posted on the district's website. The Volusia County School district reserves the right to refuse posting of any information which is inappropriate for school-aged children. All organizations and all written materials to be posted must comply with Volusia County School district guidelines and criteria. Paper copies will not be approved for distribution.

An **Adobe PDF of the proposed flyer should be submitted** via e-mail to lylong@volusia.k12.fl.us. An email confirmation will be sent when the submission has been received and the day of posting. If a flyer is denied, an explanation will be provided. Approved flyers will remain posted on the website for 30 days from the original posting date. Deadlines and approval/posting dates are available on the flyer website.

Only authorized organizations will be permitted to post flyers. Authorized organizations are:

- non-profit organizations with 501(c)(3) status (determination letter **must be submitted with proposed flyer**)
- local post-secondary institutions
- municipal and county government
- local and state law enforcement agencies
- chambers of commerce
- faith-based organizations

All authorized organizations requesting flyer approval must meet the following guidelines:

1. The front page of all flyers must include the following disclaimer no smaller than 10pt font: ***The Volusia County School Board is not affiliated with this event/program in any manner, nor does it endorse or assume any responsibility for any activities which may occur in connection with it.***
2. Only flyers offering an event/program that is designed for school-aged children and that the district considers appropriate for students will be considered for approval. ***Child care and tutoring services will not be approved.***
3. Flyers will be **limited to no more than one per month** for each authorized organization. This may require departments within an organization to combine information into one flyer.
4. The physical address, phone number and any fees associated with the event/program must be clearly posted on the flyer. The location must be an appropriately structured environment for any activity involving students (***no private residences***).
5. Flyers must be neat in appearance, with appropriate text, content and pictures. The text may only promote the student event/program and shall not include any promotion of the organization or other information. Flyers submitted with sponsor logos for private businesses will not be approved.
6. Flyers must be submitted as a PDF file with no more than 2 pages.
7. Websites or e-mail addresses may be referenced on the flyer. Hyperlinks will not be

- permitted.
8. Essay/Poster Contests must be pre-approved by the Deputy Superintendent for Instructional Services or designee.
 9. Coupons and tickets may be distributed/posted if appropriate for children and the offering is at no cost to the student. Coupons and tickets are not required to have the disclaimer printed on them.
 10. Flyers that target specific student populations must be pre-approved by the Deputy Superintendent for Instructional Services or designee.

The following is not permitted:

- Flyers may not have any reference to religion, religious instruction or religious denomination; however, if the function is sponsored by a faith-based organization or at a facility operated by a faith-based organization, the name may indicate a denomination.
- Flyers may not contain sensitive, controversial or political material.
- Flyers for private businesses **will not** be considered for approval. Business partners must follow Volusia Partners partnership agreement guidelines and should work directly with the schools with which they have partnered. The district will not approve flyers for business partners.
- Flyers may not include logos for private businesses.
- Flyers with directions to return a tear-off or a registration form to the school will not be approved.
- Flyers for presentations, public forums or guest speakers will not be approved.
- Flyers requiring door-to-door solicitation by VCS students will not be approved.

Why can't flyers be distributed to students?

Due to significant financial constraints and reductions in staff, the process for reviewing and approving flyers was modified in 2008. Posting of flyers on the school district's website began in August 2008. Eliminating paper copies of flyers began in January 2009. Posting flyers on-line saves a significant amount of time for the office staff and teachers who previously spent many hours sorting, counting and distributing hundreds of flyers. We appreciate your understanding and cooperation.