

# Canton Local School District

## Flyer Distribution Form



Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Please attach a copy of material being requested. You will be notified when the material has been reviewed for distribution. All material must be submitted for approval **SEVEN** business days before the distribution date.

Please check your return preference:

Pick-Up \_\_\_\_\_

Call # \_\_\_\_\_

Fax # \_\_\_\_\_

Email \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Date to be Distributed: \_\_\_\_\_

Grade Levels: \_\_\_\_\_

All Staff

All Students

Boys Only

Girls Only

Post to Facebook

Add to CSHS Digital Sign

**Please Note: Canton Local School District requires copies to be in sets of 25.**

### OFFICE USE

Approved

Not Approved

Reply given (date/time) \_\_\_\_\_

This Material should:

Include disclaimer stamp

Be picked up in office

Be announced

Be distributed to all students

Be posted in staff lounge

Be posted in buildings

Copies in office area

Be posted on Facebook

Approved for CSHS Digital Sign

Posted to Facebook (date/time) \_\_\_\_\_

\*Give a copy of this form to each school with copies of approved materials.

- All handouts that are approved to be distributed must be copied and sorted in groups as listed above.
- All flyers must include a contact name and telephone number.
- If it is required that you include a disclaimer, use the disclaimer below

Canton Local Disclaimer

No affiliation. Not paid for by Canton Local School District

*The Canton Local Schools Guidelines on the Distribution of Non-School Related Materials can be found on the reverse side of this form.*



Canton Local  
School District



600 Faircrest Street SE  
Canton OH 44707



P 330-484-8010  
F 330-484-8032



Cantonlocal.org



# Canton Local School District

## Flyer Distribution Guidelines



The Canton Local Schools Administration recognizes the importance of communicating events, signups, registrations, and information about youth programs and activities. Without promoting a specific group or activity, the Canton Local School District will make flyers available under the following guidelines:

- *The Superintendent/Communications Director must approve all flyers. A decision will be made whether the flyers are age-appropriate or meet community standards of decency and propriety.*
- *For purposes of this policy, “non-school related materials” pertain to activities, events and subject matter that are not officially sponsored or endorsed by the Canton Local School District, and promote educational programs and activities appropriate for the children in district schools. Political materials and materials promoting “for profit” ventures and information that contradicts Board Policy will not be distributed/promoted nor will events and activities that compete with events or offerings by the Canton Local School District.*
- *Flyers must be submitted along with a distribution form for approval a minimum of 7 days prior to the date of the requested distribution.*
- *Flyers must list the name and phone number of a contact person and the Canton Local disclaimer.*
- *Please make electronic submissions to: [karen.vrabec@cantonlocal.org](mailto:karen.vrabec@cantonlocal.org)*
- *Upon approval, flyers must be delivered to the administration office or individual schools in the required bundles as stated on the distribution form. Any flyers that do not have prior approval are not to be distributed. The cost of printing flyers is the responsibility of the group or organization.*
- *Approved materials will be distributed by employees of the school district only as principal, or designee will determine the appropriate time, place and manner to distribute approved materials.*
- *Approved non-school related materials will be posted in the common areas of a school building that are specifically designated by the building principal. The building principal or designee may restrict or prohibit the distribution of non-school related materials if the time and/or manner of distribution disrupts or interferes with school activities.*
- *If you have questions or concerns, please contact Karen Vrabec at [karen.vrabec@cantonlocal.org](mailto:karen.vrabec@cantonlocal.org) or call 330.484.8010.*