

# Requesting Distribution of Information

## Distribution to Flyer Board

The Bowling Green City School District allows non-profit, local organizations to post electronic flyers on the district website, providing the purpose of the organization complements the educational mission of the District, including opportunities within our community that promote the intellectual, physical, personal and social development of our students. Materials from profit making organizations will not be distributed to students in any format.

The Flyer Board is the only method that the district will use to distribute non-district information and materials to students. Paper and email flyers will be limited to information from Bowling Green City Schools and officially recognized support organizations.

Electronic flyers will be reviewed by the Superintendent. Those approved will be posted on the Flyer Board once approved and remain posted until the conclusion of the event. **Posting of event information on our website does not indicate endorsement or sponsorship by the Bowling Green City Schools District.** To ensure the appropriateness of the material, the district may request the material be edited and reserves the right to not post a flyer.

To request information to be posted on the Flyer Board, the *District Support Organization (DSO) Fundraising Project Approval Form Request and/or FlyerBoard Distribution of Information via the Bowling Green City School District* FORM and following items must be completed and emailed to: flyerboard@bgcs.k12.oh.us

- A PDF copy of the flyer to be posted at least 15 days prior to your desired posting date.
- Your organization's name, contact person, email address, and phone number.

## Distribution to School Staff: BGCS Email Lists

Requests to distribute information to school staff will be reviewed by the Superintendent. Requests that are granted will be distributed through appropriate district email lists. **Distributing the information to our school staff does not indicate endorsement or sponsorship by the Bowling Green City Schools District.**

To request information to be distributed to school staff, the *District Support Organization (DSO) Fundraising Project Approval Form Request and/or FlyerBoard Distribution of Information via the Bowling Green City School District* FORM and following items must be completed and emailed to: flyerboard@bgcs.k12.oh.us

1. The email content to be forwarded to staff (attachments should be less than 1MB in size) at least 15 days prior to your desired date of distribution.
2. Your organization's name, contact person, email address, and phone number.
3. A list of teachers/staff you intend to receive the information (i.e., building, grade, subject).

## The Flyer Board

**These activities are not sponsored nor endorsed by the Bowling Green City School District or any of its schools. The district assumes no responsibility for the conduct during or the safety of the activities. Bowling Green City School District shall be held harmless from any cause of action, claim, or petition filed in any court or administrative tribunal arising out of the distribution of these materials including attorney's fees and judgment or awards.**