

Sheldon ISD Guidelines for Nonschool Material Distribution

The Communications and Community Partnership Department will be responsible for reviewing and approving flyers and printed materials for third parties, external nonschool groups or organizations that provide a benefit to youth or parents who wish to distribute materials to students. Groups included will be governmental entities, nonprofit organizations, the YMCA, local youth sport leagues and scout groups.

If at any time it is determined that previous flyers or written materials presented for approval contained false information or did not accurately represent the intent of the program and, therefore, did not meet the requirements as a group permitted to distribute to students under Board Policy GKDA (LOCAL), the approval of future flyers submitted by the requesting organization will be jeopardized.

The method used to distribute the nonschool material will be electronically through the Community Bulletin Board” on the District’s website. This website will be shared in email messages or social media postings through the district’s communication channels.

The Community Bulletin Board

The Community Bulletin Board will be available on the District’s website where approved nonschool materials for distribution to students will be electronically posted. This information can be for distribution to elementary or secondary students or both. Links to the Community Bulletin Board will be placed on campus web sites and campuses will be encouraged to communicate to their students and parents to check the Community Bulletin Board for the latest information.

Submission of Nonschool Materials for the Community Bulletin Board

- A copy of the flyer/printed material and a **Request for Flyer Distribution Approval** form must be submitted to the Director of Communications and Community Partnerships for consideration of approval. Copies can be emailed to communications@sheldonisd.com or delivered to the Ney Administration Building Attn: Director of Communications and Community Partnerships.
- The flyer/printed material must not exceed an 11” x 14” printed area. If the material submitted is electronic, the attachment needs to be in a single file PDF format and cannot exceed three megabytes in size. Up to four pages will be accepted for posting. The front and back of a flyer is considered two pages.
- The flyer must conform to the standards of the LIMITATIONS ON CONTENT as described in Sheldon ISD Local Policy GKDA.
- The flyer/printed material must be of a quality that can be clearly and legibly electronically scanned for placement on the Sheldon ISD website. If the flyer cannot be clearly scanned, it will be rejected for website distribution.
- Submissions may request a desired time period to leave the flyer on the Community Bulletin Board. This will be subject to review by the Department of Communications and Community Partnerships.
- All materials MUST have the following disclaimer statement printed at the bottom of the flyer in bold, capital letters with a font larger than 12 pt:
 - **THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY THE SHELDON INDEPENDENT SCHOOL DISTRICT.**
- **The direct distribution of non-school related materials to students is strictly prohibited.**