

Backpack BLISS - Criteria for Flyer Approval and Posting

As part of the new “virtual backpack” program Backpack BLISS, Orland School District 135 will limit the number of flyers sent home with students, and will instead post flyers on the District website.

The following criteria will apply to materials submitted for posting on the Backpack BLISS website:

1. The organization requesting posting must be a non-profit group (501c3), or have an intergovernmental agreement with the District, and be based in the Orland School District 135 community or its contiguous communities.
2. The request must be made at least 5 business days prior to posting.
3. A copy of the exact material to be posted, in **PDF format**, must be presented with the completed Flyer Approval Form.
4. The District retains the right to determine the date material is posted and removed.
5. The material may not contain any of the following:
 - a. Any direct solicitation of money or other items of value except for dues for membership or fees for an activity announced in the materials;
 - b. Anything that would cause substantial disruption of the orderly operation of the school or its activities;
 - c. Personal information about persons other than those seeking distribution;
 - d. Material which is defamatory or insulting to any group or individual;
 - e. Material which is vulgar or otherwise socially inappropriate;
 - f. Material dealing with issues of human sexuality;
 - g. Material which is commercial in nature (e.g. business names of sponsors), except as related to approved school fundraising activities or services supportive of school-sponsored activities;
 - h. Material that would be violate of any law or Board policy;
 - i. Material which is political in nature (e.g. names and/or titles of elected officials), or in conflict with tax-supported efforts in effect.
6. Material is limited to two 8.5x11 pages.
7. Material must contain the following statement in 12-point font contained within a text box:

This activity is not sponsored by Orland School District 135,
any of its schools or groups officially associated with the District.

8. The District reserves the right to further limit the number of requests for posting, permit exceptions to the criteria noted above, deny posting rights to individuals or organizations which have demonstrated irresponsibility, and permit limited paper copy distribution to students.
9. Materials are posted for informational purposes only. This does not imply Orland School District 135's endorsement of them.

To submit a flyer for posting:

1. Ensure that both the flyer and organization are in compliance with all criteria as noted above.
2. Download, print and complete the Flyer Approval Form found on the District 135 website.
3. E-mail the Approval form, a Tax Exempt form showing your non-profit status, and an exact copy of the material to be posted, in **PDF format**, to the Backpack Bliss Coordinator at backpackbliss@orland135.org.
4. New postings are added Monday – Friday between 9 a.m. and 3 p.m., EXCEPT on school holidays. Please allow 24 hours after approval for posting.