

Flyer Approval Guidelines

PLEASE READ CAREFULLY

NOTE: All flyers will be reviewed and, if approved, posted on the district's website Community Bulletin page. 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 district-wide. Flyer distribution at the school level is at the discretion of the principal or their designee.

A **one-page PDF of the proposed flyer should be submitted** via e-mail to advertising@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.

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

1. 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 that 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. The physical address, phone number, and point of contact 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).
4. 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.
5. Flyers must be submitted as a PDF file with no more than one page.
6. Websites or e-mail addresses may be referenced on the flyer.
7. Essay/Poster Contests will be submitted for approval to the Teaching, Leading, and Learning division or designee.
8. Coupons and tickets may be posted if appropriate for children and the offering is at no cost to the student and family. Coupons and tickets are not required to have the disclaimer printed on them.
9. Flyers that target specific student populations will be submitted for approval to the Teaching, Leading, and Learning division or designee.
The following is not permitted:
 - a. 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.
 - b. Flyers may not contain sensitive, controversial, or political material.

Complimentary Advertising

Authorized flyers must meet the following guidelines:

- Event or opportunity must be completely free of cost to students and families.

Paid Advertising

All other flyers or advertisements that do not meet the criteria for complimentary advertising should contact advertising@volusia.k12.fl.us for a copy of our website advertisement pricing.

Why doesn't VCS distribute paper flyers to students?

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 online 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.