

**Fayette County Public Schools
Office of the Superintendent**

Location address: 450 Park Place, Lexington, KY 40511

Phone: (859)422-0671 or -0672 Fax: (859)800-7862

REQUEST FOR ADVERTISING INFORMATION

The advertising flyer you are submitting will be reviewed to see if it meets the guidelines for distribution in the schools. The following are guidelines that will be followed:

Required:

1. Disclaimer included in a conspicuous place on all final copies exactly as stated and must be no smaller than 18-point boldface type: **“The Fayette County Public Schools neither endorse nor sponsor the organization or activity promoted in this document.”**
2. If there is a fee, financial assistance or scholarships must be available and must be stated clearly on final copies.

Pursuant to FCPS Board Policy 10.4, flyers may be denied for any of the following reasons:

1. It is from a for-profit organization/individual (i.e. there is a monetary benefit for the organization/individual);
2. Its sole function is for fundraising for an activity which is not a school-supported activity;
3. It is advertising anything that is non-compliant with Board policy;
4. Its content interferes or undermines the instructional goal and/or mission of the FCPS;
5. It threatens serious disruption to or interference with a school or school-sponsored activity;
6. It does not promote a youth-related activity or event serving the students of the FCPS;
7. It promotes the use of illegal drugs, alcohol, or tobacco;
8. It promotes illegal activity for minors or violation of school rules;
9. It is obscene or pornographic;
10. It contains words, symbols, or images that are lewd, obscene, or indecent;
11. It promotes hostility, disorder, or violence;
12. It attacks or denigrates ethnic, racial, religious, or gender groups;
13. It promotes illegal discrimination;
14. It is libelous or defames any person or organization;
15. It violates a copyright;
16. It uses any FCPS or school logo without prior approval;
17. It fails to clearly identify the sponsoring organization or agency and provide a means of contact for interested parties to obtain further information directly from the sponsor;
18. It fails to include the following disclaimer, which must be in no smaller than 18-point boldface type: **“The Fayette County Public Schools neither endorse nor sponsor the organization or activity promoted in this document.”**

Note: The building principal will make the final decision as to whether or not approved materials are distributed in the respective school. Materials must be delivered to the school in bundles of 30.

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ORGANIZATION _____ DATE _____

BUSINESS ADDRESS _____ ZIP CODE: _____

TELEPHONE # _____

ORGANIZATION WEB SITE: _____

(If home office not in Lexington, please indicate home office address and phone number above.)

CONTACT PERSON _____

LOCAL ADDRESS _____

TELEPHONE NUMBER _____

FAX #: _____ EMAIL ADDRESS: _____

REQUIRED ATTACHMENT

Attach a copy of flyer, coupon, certificate or advertisement. Please submit only one (1) item with each request form.

STANDARDS FOR REVIEW/APPROVAL

- Materials shall be required to have a school-related purpose, except for the following:
 1. Materials from non-profit groups providing athletic and/or recreational opportunities for students shall be considered.
 2. Materials from non-profit organizations dedicated to providing services to children shall be considered.
- Review and approval shall reflect standards established by Board Policy 10.4.

PLEASE INDICATE:

REGISTERED NON-PROFIT _____ REGISTERED CHARITABLE _____ CIVIC _____
COMMERCIAL _____ OTHER: _____

DESCRIPTION OF THE SCHOOL-RELATED PURPOSE: _____

OTHER INFORMATION (OPTIONAL): _____

The contact person listed on the form will receive a written response to his or her request.