



Distribution of Flyers and Promotional Materials

The district receives many requests each year from community organizations and businesses to share information with students and parents. As a service to district families, the district honors requests to share information regarding programs and activities that benefit children and that meet the guidelines outlined below.

Approval Process & Guidelines

- All materials must be submitted using the flyer management and distribution system Peachjar.
- All materials must receive prior approval from the Communications Office.
- The program or activity being promoted must benefit children.
- Priority is given to not-for-profit and volunteer organizations such as athletic leagues and governmental units such as city park, library, and museum activities.
- Priority is given to programs or activities offered within the greater Battle Creek area.
- Priority is given to local entities and nationally chartered organizations such as Boy Scouts/Girl Scouts/Young Champions.
- The program or activity being promoted cannot compete with district programs.
- Materials must include contact information (minimally phone number and/or email address) for the program/activity sponsor.

Delivery Specifications and Requirements

- The creation of materials is the responsibility of the program/activity sponsor.
- Flyers must be created or uploaded into the flyer management and distribution system Peachjar.

Registering with Peachjar

1. Register at www.peachjar.com
2. Go to "My Account"
3. Click on "Send a Flyer"
4. Select desired schools
5. Peachjar charges a nominal fee of \$25 per school to distribute flyers – approximately the same cost as printing the same number of color flyers for distribution. Peachjar eliminates the need to sort and physically distribute materials. Plus, Peachjar allows distribution to all schools, whereas flyers were not previously sent home with middle and high school students.
6. Your digital flyer is automatically sent to the district office for approval. Following approval, it is automatically posted online and emailed to parents.
7. Questions? Please contact Peachjar at gogreen@peachjar.com and 877-402-1786.