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## **PCSD Flyer Approval Guidelines and Requirements**

Our Communications Coordinator will approve flyers and events based on the following guidelines:

### **1. Educational Events:**

- Must align with the Park City School District's vision, mission, and core values to promote quality student learning.

### **2. Enrichment Opportunities:**

- Should provide healthy and wholesome enrichment opportunities that support education beyond the classroom.

### **3. Leisure Activities:**

- Should be sponsored by organizations/agencies that support our schools or district.

These can include:

- Athletic/exercise activities
- Musical/theatrical events
- Science and Technology programs
- Professional Development-related events

### **Our District does not approve the distribution of:**

- Flyers for marketing fee-based businesses (usually not accepted).
- Flyers soliciting funds or services for an organization.
- Flyers that position the District (or any of its schools) on any side of a controversial issue.
- Flyers that discriminate against, attack, or denigrate any people group.

Approval of your flyer does not imply Park City School District endorsement of any identified product and/or service.

### **The District Qualifier will automatically be included on the flyer.**

We reserve the right to revoke privileges from a community/agency if, after distributing a flyer, it is found to have promoted an activity that does not align with the guidelines for distribution (e.g., the activity as described in the flyer was not what actually occurred).