



FLYER APPROVAL PROCESS

The Natomas Unified School District distributes flyers to its students on behalf of non-profit organizations as a courtesy to the community. All flyers **MUST** be approved by the Superintendent's Office prior to distribution at any NUSD school site(s). Below are the NUSD guidelines for flyer approval:

All flyers **MUST** display two (2) disclaimers:

- [Your Non-Profit Organization Name] is a non-profit organization. (Organization should be prepared to offer proof of IRS 501(c)(3) tax exempt status to the district upon submission of flyer.)
- [Your Non-Profit Organization Name] is not a program of the Natomas Unified School District and as such, NUSD accepts no liability or responsibility for this non-profit sponsored event.

All flyers **MUST** adhere to requirements set forth by the Natomas Unified School District Board Policy 1325:

- The activity/program **MUST** benefit students.
- The activity/program **MUST** be sponsored by a non-profit or government organization.
- The activity/program **MUST** be age/grade level appropriate.



Once **ALL** requirements have been met and the **disclaimers** have been placed on the flyer(s), you may submit your flyer(s) and proof of non-profit status in PDF format electronically to the Superintendent's Office for approval. Please allow 5-7 business days for processing.

Email your flyer(s) and proof of non-profit status to the Executive Assistants to the Superintendent: tbailey@natomasunified.org and hastorga@natomasunified.org

If your flyer meets ALL of the requirements above and is approved, you will be notified via email. A copy of the flyer and approval status will be emailed to all NUSD School Site Secretaries.

IMPORTANT:

Natomas Unified School District **DOES NOT** copy or distribute flyers to school sites for any organization; all costs associated with flyer distribution will be paid for by the requesting organization. If the requesting organization would like copies of their flyer to be sent home with students, the requesting organization **MUST** provide copies of their flyer(s) for distribution to the school site(s).

Flyers are only approved to be placed in designated school site area(s) such as the office and/or library.

Please reach out to our independent Charter Schools (Natomas Charter, Natomas Pacific Pathways Prep (NP3), and Westlake Charter) to inquire about their flyer distribution process.