



GREAT FALLS PUBLIC SCHOOLS GREAT FALLS, MONTANA

GUIDELINES FOR WEDNESDAY FLYERS FOR COMMUNITY SPONSORED EVENTS:

1. Please note that the first and last Wednesday envelopes of the school year are strictly reserved for district information only.
2. All Wednesday flyers requesting to be sent home must be approved prior the event and distribution. Flyers are approved by the GFPS Executive Director's Administrative Assistant Daneen Pate.
3. You must submit your flyer for approval by sending an electronic copy to daneen_pate@gfps.k12.mt.us. Electronic copies must be submitted in one of the following formats: Word, Publisher or PDF, we CANNOT accept jpeg files.
4. ***All flyers must be approved at least two weeks in advance of the date you would like the flyer to go home.***
5. Upon approval you will be given a current enrollment count. Your flyer must be copied, counted out, bundled and labeled per school.
6. Flyers must then be delivered to our offices, no later than noon on the Thursday preceding the Wednesday envelope you want them to go home in.

REMEMBER.....FLYER CONTENT GUIDELINES ARE AS FOLLOWS:

1. The flyer must be for student and family related events only.
2. The only fundraising flyers to be approved will be fundraisers for individual schools or school-support organizations (such as PTA).
3. The flyer must be non-religious and non-political.
4. The flyer may not include alcohol related logos and no alcohol can be served at the event.
5. The flyer cannot contain disruptive, libelous or obscene information.

Any questions please contact Daneen Pate at
the GFPS Executive Directors office at 406-268-6006