



## Public Information Department Flyer Review Process

**St. Charles Parish Public Schools will consider for distribution in our schools informational flyers, posters, brochures and other informational material based on the following criteria:**

1. St. Charles Parish Public Schools community partners such as parish government, United Way and its partner agencies.
2. Reward benefits for students and/or employees such as ticket opportunities including New Orleans Pelicans, New Orleans Saints, New Orleans Babycakes and the circus.
3. No commercial advertising will be accepted.
4. Flyers must offer educational or extra-curricular learning opportunities for students, staff or parents.
5. Submitted flyers must be in their final form. No drafts.

### **What To Submit:**

1. A final version of your flyer, poster, brochure or other informational material.
2. The name and contact information, including phone number and email address, of someone we can contact in case of questions.
3. Specifically who the flyer targets, i.e. students, parents or staff; grade levels; or specific schools.

### **How To Submit (choose one):**

1. Drop your flyer off in person to the St. Charles Parish School Board Office located at *13855 River Road - Luling, LA.*
2. Email an electronic copy of your flyer to the Public Information Department Secretary.
3. Mail an original copy of your flyer to the St. Charles Parish School Board Office at *13855 River Road - Luling, LA 70070 Attn: Public Information Department.*

### **What Next:**

1. The Public Information Department will notify you whether or not your flyer has been approved.
2. If approved, the Public Information Department will notify the schools where you wish to distribute your flyer.
3. You are responsible for delivering the proper number of flyers to each school, preferably collated by number of classrooms. While school secretaries can provide information about the number of students per class, it is not necessarily the job of the school secretary to hand count and distribute your flyers.

*Note: St. Charles Parish Public Schools reserves the right to decline any flyer for distribution. Approving a flyer does not indicate that the district sponsors or endorses the activities or information in the flyer. If you have any questions, contact the Public Information Department at (985) 785-3104.*