

PCSD 25 Community Flyer Guidelines

Due to the high volume of flyer distribution requests and to remain compliant with PCSD 25 [Policy 3303](#), Pocatello/Chubbuck School District 25 (PCSD 25) has transitioned to an electronic flyer system to minimize classroom disruptions and streamline the approval process.

The following guidelines outline the requirements and procedures for distributing flyers to learners, parents, and/or district personnel.

Flyer Approval & Distribution Process

- All flyers must be approved by the District prior to being posted, displayed, or distributed to learners, parents, or staff.
 - Materials may promote:
 - Community events
 - Local organizations
 - Classes
 - Educational services or products
-

Electronic Flyer Distribution

- Flyers will be posted on the **PCSD 25 District website** for parents and staff to access.
<https://www.sd25.us/departments/communications/community-resources>
 - **Social media distribution** will be limited to:
 - **District schools, school organizations and/or clubs, SD25 Education Foundation and district parent organizations** (e.g., PTA, PTO) distributing noncommercial, internal school-related flyers
 - **Educational Partners:** Organizations with an **established business partnership** with PCSD 25 or the PCSD 25 Education Foundation
 - Flyers that offer a **direct educational benefit** to learners
 - Flyers will remain posted on the website for up to **30 days**.
-

Distribution Fees

- **Flat Fee:** \$25 per flyer
 - This applies whether the flyer is intended for one school or all schools.
 - Payment must be submitted **before** distribution and can be made via:
 - Check (payable to PCSD 25)
 - Cash (exact change only – no change available)
 - Venmo
 - Credit/Debit Card with a 4.5% fee
 - **Fee Exceptions:**
 - Organizations with an **established partnership** with PCSD 25 or the Education Foundation
 - **District staff, schools, teachers, and district parent organizations** (e.g., PTA, Foundation) distributing noncommercial, internal school-related flyers
-

Flyer Content Requirements

Approved flyers **must include:**

- **Disclaimer:**

“Distribution of these materials is in no way an endorsement of services, activities, and/or products by the Pocatello/Chubbuck School District.”
 - **Sponsoring Information:**

Clearly identify the sponsoring person(s) or organization(s), including a contact number or email and web address
 - **Audience Relevance:**

Content must be appropriate for the targeted age group of the intended school(s).
 - **Flyer must be submitted in an ADA-compliant format - PDF**
-

Prohibited Flyer Content

Flyers **may not:**

- Interfere with the District’s educational mission
- Compete with District programs
- Be obscene, libelous, or defamatory
- Conflict with the District’s adopted curriculum
- Advertise products or services not permitted to minors
- Contain political endorsements or ballot influence

- Discriminate on the basis of race, religion, gender, age, disability, or other protected statuses
 - Promote activities occurring during regular school hours
 - Encourage violations of school regulations
-

Review Criteria

The PCSD 25 Communications Department evaluates flyer content based on:

- Educational value to PCSD 25 stakeholders
 - Appropriateness for the intended student audience
 - Alignment with the mission and values of the District
-

Acceptable Flyers May Include:

- Notices from non-school youth sports and recreation groups
 - Information from municipal/government agencies (non-political)
 - Community-based organizations offering educational or enrichment opportunities
-

Important Notes

- **Paper flyers** from external organizations will **no longer** be distributed to learners.
- Approved flyers are posted electronically and are available for public viewing for up to 30 days.