



Guidelines for Approval of and Access to Flyers and Other Nonschool Printed Materials

Requests for flyer/printed material distribution from all external nonschool groups and/or organizations and Partners In Education members, must be reviewed and approved by the Texarkana Independent School District Director of Communications and Marketing prior to distribution.

TISD prefers to distribute most flyers through our digital platform, Peach Jar, as it reaches families quickly and efficiently. While printed flyers may still be approved, Peach Jar is our primary method for flyer distribution to families.

No flyers/printed materials will be allowed to be distributed on any TISD campus location without prior approval.

The following guidelines will apply to all requesting flyer/printed material distribution:

- Request of flyers/printed materials must be made to the Communications and Marketing Office either by email or in person.

Kelly Bixler
Director of Communications & Marketing
4241 Summerhill Road
Texarkana, Texas 75503
Kelly.Bixler@txkisd.net

- All flyers/printed materials MUST have the following disclaimer statement located at the bottom of the material. Disclaimer should be in BOLD with CAPITALIZED LETTERS in a 12 point font or larger.

**THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO
OR SPONSORED BY TEXARKANA INDEPENDENT SCHOOL DISTRICT**

- TISD Partners In Education members must submit copy of flyer/promotional material for approval prior to distribution.
- TISD Communications & Marketing Office will notify nonschool group and/or organization or Partner In Education member of approval.
- Upon receipt of approval, nonschool groups and/or organizations and Partners In Education members must bundle flyer/printed materials in quantities of 25 for campus distribution.
- No materials will be approved for distribution during the first full week of school, the week prior to Winter Holidays, the first week of Spring Semester, the week of STAAR testing or the final two weeks of school.
- Secondary Campuses will place all approved flyers/printed materials in a central location for students, staff and patrons to pick up at their convenience.
- If at any time it is determined that previous flyers/printed materials presented for approval contained false information or did not accurately represent the intent of the program, the approval for future flyer/printed material distribution from the requesting organization will be jeopardized.