

REQUESTS FOR DISTRIBUTION OF FLYERS TO STUDENTS AND PARENTS

The Willoughby-Eastlake City School District accepts requests from organizations to distribute materials promoting their student and family friendly events and activities. The district will not accept advertising flyers promoting outside entity fundraisers, businesses or for-profit ventures with the intent to get the public to buy, use or patronize a product, equipment or services. Community organizations may submit flyers for approval. The district will post approved flyers via a website link for the community to access. Approval or disapproval of materials for posting is at the sole discretion of the school district.

Any person or organization wishing to distribute material must first submit for approval a copy of the material via the following procedures:

1. The flyer must be provided in PDF format via email to pr@weschools.org. It is recommended that you submit your flyer a month prior to your event. The email must also include the name of the contact person, the name of the organization, a phone number and an email address.
2. An email noting approval or disapproval of the flyer will be sent to the requesting organization.
3. Flyers will be posted on the district website's Community Activities link. The link is available under the Families tab on the district home page as well as each school's Families and Community tab. A notice of the link to Community Activities will be published in school newsletters.
4. Postings will remain active on the website until the event date has expired.

Questions? Please contact pr@weschools.org.

Thank you for your interest in the Willoughby-Eastlake City Schools.

Gina Kevern, Director
Communications and Community Engagement
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