Wadsworth
City Schools

FLYER DISTRIBUTION GUIDELINES

The Wadsworth City Schools' Administrative Team recognizes the importance of communicating kid-centered events, sign-ups, registrations, and information about youth programs and activities to our students.

Without promoting a specific group or activity, the Administrative Team will make flyers available under the following guidelines:

- The Superintendent must approve all flyers. The Superintendent may consider whether the flyers are age-appropriate or meet community standards of decency and propriety.
- Flyers must be submitted for approval a minimum of 10 days prior to the event.
- Flyers must list the name and phone number of a contact person, and a disclaimer that the event is not sponsored by Wadsworth City Schools.
- Flyers must indicate that they are also available at www.wadsworthschools.org under Flyer Central
- Please make electronic submissions to: lgiermann@wadsworthschools.org.
- Upon approval, flyers may be delivered to the appropriate principal's office. Any flyers that do not have prior approval are not to be distributed. The cost of printing flyers is the responsibility of the youth group or organization.
- Flyers must be separated into stacks so they can be placed in the teachers' mailboxes. Thirty (30) flyers per stack is recommended. Wadsworth City Schools will not run additional flyers if the correct amount is not delivered to the building.
- Classroom teachers are asked to briefly announce and show the flyer, then make available in the classroom for one week. Flyers are not to be handed out to each student, but rather made available during non-instructional time, for any student who wishes to pick one up.
- Flyers from Wadsworth City Schools' coaches must use the home telephone number(s) of the coach(es) for contact information. Additionally, the clinic must be run under approval from the Athletic Director.
- Direct distribution to individual students or parents during the school day or at school-sponsored events, including Open House, will not be permitted.
- Flyers will not be approved if they are of a political nature, promote groups or activities that are not sponsored by Wadsworth community-based organizations, or seek to promote activities or programs which are not intended for the students through whom the flyers are to be distributed.
- The Superintendent may exercise his discretion when approving flyers (i.e., from for-profit enterprises, and may consider the product or service advertised and whether it conforms to the standards of the district and its educational mission.)
- If you have questions or concerns, please contact the Office of the Superintendent, 330.335.1301.

Quantity Needed for Each School Building:

Wadsworth High School (9-12)	68 stacks of 30
Wadsworth Middle School (7-8)	27 stacks of 30
Central Intermediate School (5-6)	27 stacks of 30
Franklin Elementary (K-4)	12 stacks of 30
Isham Elementary (K-4)	17 stacks of 30
Lincoln Elementary (K-4)	11 stacks of 30
Overlook Elementary (P-4)	19 stacks of 30
Valley View Elementary (K-4)	15 stacks of 30
Grizzly Academy (K-4) – 524 Broad St.	2 stacks of 30