



FLYER APPROVAL PROCEDURE

Eligibility:

- Only flyers from **non-profit organizations** will be considered.
- Flyers for services/events in competition with district programs will not be approved.
- **Required disclaimer on ALL materials: "Prescott Unified School District is not affiliated with and does not endorse or sponsor these individuals or organizations."**

Flyer Guidelines:

- Maximum size: 8.5" x 11"
- Flyers will not be distributed to students
- Flyers will be posted on school bulletin boards and/or weekly newsletters (space-permitting and at the principal's discretion). The digital copy of the flyer provided will be emailed from the District office to the front office of the school site for posting.
- Flyers intended for faculty/staff may be posted in staff lounges only.
 - No mailbox stuffing permitted.

Submission:

Email digital copies of flyer images, along with the request to display/post materials form to:

 sarah.torres@prescottschools.com



**DISTRIBUION / POSTING OF
PROMOTIONAL MATERIALS**

REQUEST TO DISPLAY/POST MATERIALS

Date _____, 20____

Name of organization/group

We wish to display/post promotional materials on the following dates: (Not to exceed one [1] month.)

Month Date(s) Year

There ☐ (will) ☐ (will not) be a charge for the instruction/activity.

The person who may be contacted, if necessary, about the content of this literature, by the school, parent, or other recipient of information, is:

Name _____

Address _____

Zip code

E-mail address _____

Phone: (work) _____ (home) _____

I/We hereby assure the school that the organization will:

A. Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities;



- B. Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- C. Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;
- D. Remove the material on a date certain not more than one (1) month after it has been displayed/posted or five (5) days after the activity begins, whichever is earlier;
- E. Have an authorized representative of the organization sign the written assurances;
- F. Including the website address, an email address, or a QR code for the sponsoring organization is strongly encouraged.

The promotional material and assurance form affirming compliance shall be provided to the district office at the same time.

This request must be submitted to the district office at least two (2) weeks prior to the requested date(s).

Signatures and titles of organization representatives

FOR DISTRICT USE ONLY

Date: _____ District Office Representative _____

Action

_____ Denied or requested alteration for the following reason(s):

_____ Approved