Frequently Asked Questions: MPS Flyer Distribution

This document is meant as assistance in designing flyers for use in the Minneapolis Public Schools Carry-Home Flyer Distribution Program. For further assistance please contact MPS.Flyers@mpls.k12.mn.us.

Does my flyer have to have specific language on it?	Yes. At a minimum the flyer must state the following: • The name of the sponsoring person(s) or organization(s) (including parent organization(s)) • The website address (if any) for the sponsor(s) • Contact information for the sponsor(s) (e.g. telephone number(s), email address, or street address) • The following disclaimer in AT LEAST 10-point type: ○ "The Minneapolis Public Schools is legally unable to and cannot sponsor, endorse, or recommend the activities announced by this flyer"
What if there is a charge for the activity or event advertised?	• The flyer MUST state that no person will be refused because of inability to pay any charge. • The flyer MAY state that there is a charge and what the charge is • The flyer MAY state that there are scholarships available (this does NOT allow persons to be turned away once the 'scholarship' funds are exhausted)
When can I charge for an event or activity?	A charge may be advertised ONLY when the payment of the charge will not be for the financial benefit of the sponsor(s). All events or activities must be non-profit.
Can I make the event or activity open to only one segment of the population?	Participation in the event MAY NOT be limited by the status of the person based on that person's race, nationality, home language, gender, gender identification, sexual orientation, religion, age, ethnicity, marital or familial status, disability or public assistance status. The SUBJECT matter may refer to a segment of the population. Example: Event named "Girls in Science" which aims to promote the interest of girls in science and science-based education or careers may be advertised ONLY so long as it is open to ALL
Can I advertise for people to participate in a study or for research?	No.
Can I advertise for employment opportunities?	No.
Can I solicit volunteers?	No.
Can I advertise an event or activity that is a fundraiser for an organization OTHER than an MPS School?	No.
Do I have to get approval for EVERY flyer?	Yes.
Do I need to get approval for electronic copies of flyers?	Yes. When you are requesting electronic distribution of a flyer, you must also list the schools where you want it to be sent.
What if I don't want to use the carry-home program, I just want one flyer posted?	Then it's not part of the carry-home program but needs to be approved as a poster. Each school approves its own posters, and not all schools accept posters.