

Tumwater School District Procedures

DISTRIBUTION OF MATERIALS

Nonprofit (501c3) organizations and government entities in Thurston County wishing to provide informational materials regarding activities for students to Tumwater School District families must submit a request to the Community Relations Director following the directions listed on the district website.

The District will not endorse or recommend any program or event. Literature or announcements must come from registered nonprofit organizations or government entities which are both compatible with the objectives of the school district and have social, recreational or educational value to the students.

School and ASB Sponsored Events

When a school ASB sponsors an activity, they are allowed to have flyers in our buildings and feeder schools. The flyer should contain "This is a school sponsored activity" along with contact information.

Requests will be considered for posting of fliers to the Tumwater School District website when:

1. Programs and events are held within Thurston County.
2. Events are youth-related or related to youth education.
3. The sponsoring organization's name and contact information is clearly displayed on the flier.
4. The sponsor is a not-for-profit organization and is able to provide proof of their federal or state nonprofit status.
5. Each flier must contain the required disclaimer: *"Tumwater School District is not a sponsor of this event and assumes no responsibility for it."*

Outreach to families with internet access:

Weekly or as needed the Community Relations Office will send an email to all families in our system which will list the new flyers that have been added to the site along with a link to the flyer webpage.

Outreach to families with no internet access:

Since not all families have internet access, you will be required to provide 40 copies for each school that would benefit from your offering. These fliers must be bundled, labeled by school and delivered to the Tumwater School District Administration Office. Schools will not accept fliers unless they come from the Administration Office. *Do not* deliver flier bundles to any office other than the Administration Office.

Flier requests will be prohibited when:

1. Promoting the use of illicit drugs, alcohol, tobacco or firearms.
2. Promoting hostility, disorder or violence.

3. Containing language that is intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual, or ethnic slurs.
4. Libelous.
5. Promoting or disparaging any religion.
6. Promoting or opposing any political candidate or ballot proposition.
7. Inhibiting the functioning of any school.
8. Promoting commercial enterprises.

To have your flier reviewed:

1. Complete the Flier Distribution Form
2. E-mail completed form and the flier to the Superintendent's Office, pursuant to the directions on the Flyer Request form posted on the district website.

You will be notified within five (5) business days, via email, of approval/denial. Fliers will be posted within ten (10) business days of the request.

ADOPTED: July 13, 2012

REVISED: April 11, 2013; February 4, 2020; September 23, 2026