

**FOREST HILLS SCHOOL DISTRICT
GUIDELINES for DISTRICT FLYER APPROVAL
2009-10**

Flyers for blanket distribution to students are approved at the discretion of Forest Hills district administration using the guidelines listed below. We get many requests for flyer distribution and it is important to us to limit the amount of advertising we send home with students. Building principals may approve the posting of flyers on school bulletin boards, or agree to place a stack of flyers on an information table.

Guideline Criteria for Flyer Approval

- The organization or activity advertised must provide a direct benefit for FHSD students.
- The sponsored activity should not deter from any Forest Hills sponsored activities.
- The flyer must be for a “not-for-profit” organization.*
- The flyer cannot contain any corporate logos or brand names including sponsorships.
- The organization or activity advertised must be in our geographic area.
- Flyers advertising events for students or parents must state on the flyer the following:
“This is not a school sponsored event. The material contained in this flyer and the activities which it describes are not endorsed by the Forest Hills School District. The organization which created and caused this flyer to be distributed is in no way affiliated with the Forest Hills School District. Participation in this event is not mandatory.”
- Requests are appreciated at least 2 weeks prior to distribution. Every effort will be made to give a prompt response, but delays in approval may occur.

*Flyers promoting an event, discount, or special offer at a restaurant, business or other for-profit organization will be approved for blanket distribution to Forest Hills students under the following conditions:

- 1) The business must have made prior contact with the principal, or designee, at the school and have entered into an agreement about this offer/event.
- 2) There should be some direct benefit (i.e. fundraising) for the school.
- 3) Flyer may state: “This is an event approved by _____ School”
- 4) Principal of school must notify Connie West prior to flyer distribution. Flyer must still be submitted for district approval.

Requests can be made by:

- Email: Send request with an attachment to Connie West, connie.west@foresthills.edu, and cc to Nancy Gardner, nancy.gardner@foresthills.edu

Include the following information in the request:

1. Contact person - name, phone and email
2. Sponsoring Organization - name, website or address, phone number if applicable
3. Not-for-Profit ID Number of Organization
4. Schools and grade levels for which distribution is requested
5. Copy of the exact flyer to be distributed. An electronic attachment is necessary as some schools distribute flyers through email.

The organization’s contact person will be notified of approval or non-approval by phone or email.

It is the responsibility of the organization to provide all copies, and to deliver the flyers to the main office of schools for distribution.