# Newhall School District
## Flyer Distribution Guidelines and Requirements

It is our district's policy to cooperate in publicizing community services, special events, and other activities of interest to our students and their parents. The volume of requests to distribute materials has increased to the point of impacting our educational program. In an effort to continue to provide this service to organizations, while minimizing negative impact on our sites, the following guidelines and requirements have been established. Flyers submitted for approval must be delivered to the Newhall School District Office at 25375 Orchard Village Road, Valencia or faxed to 661-291-4001.

All non-profit community groups not directly associated with the schools of the Newhall School District which wish to send home flyers and other materials with students in the Newhall School District must comply with the following guidelines and requirements:

1) All flyers and materials will be distributed one time a month. There are no exceptions to the following requirements:
    a. All flyers are to be submitted for approval on or before the date specified on the Newhall School District's Flyer Distribution Schedule.
    b. All flyers will be distributed to students on the Friday prior to the 30th of the month, or on the last student attendance day before a school break.
    c. All flyers must be organized and bundled according to district directions (attached) and delivered to the school site(s) by the date specified on the NSD Flyer Distribution Schedule.

2) All flyers and materials must be submitted to the Assistant Superintendent of Instructional Services for approval, by the date specified on the NSD Flyer Distribution Schedule.

3) All organizations seeking approval to distribute materials must be non-profit organizations, and the materials must announce or publicize activities or events that are of interest to the District's elementary age students and their parents.

4) Images on the flyers must be appropriate for elementary age students. The flyer cannot display religious symbols or icons.

5) Proof of non-profit status in the form of an IRS letter must be submitted prior to approval.

6) If the organization is using a District facility, flyers may only be distributed to the school site where the club is meeting or the event will be held.

7) All flyers must have the following disclaimer in at least a 12 point font size, and displayed clearly at the bottom of the flyer:

    *"(Club, organization, etc) is neither sponsored nor endorsed by the school or the Newhall School District."*

8) If a parent response or permission form is included, the form must clearly include the statement below, in at least a 12 point font size, placed at the bottom of the form:

    *"Parent response or permission must be signed and brought to the (organization's) meeting. Permission forms may not be submitted to the teacher or any other school personnel. Permission forms submitted to the school will be discarded."*

9) Each flyer must include the non-profit organization's tax identification number.

10) All flyers must be translated into Spanish for distribution at any site in the district. Translation into other languages will be required if distribution is requested at a site with 15% or more students with a home language other than English. Currently the following sites also require the following languages:

    2015-16 school year: No further translations required at any site

Approved by the Governing Board: November 13, 2007

Effective: January 1, 2008

(10/09)