



## Procedure for Flyers

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Guilford County Schools will follow these procedures when approving flyers to be placed in schools or sent home with students. These procedures are stated in Board Policy KI-P (Distribution of Materials in Schools) and have been implemented to provide efficiency and to ensure school-appropriate information is being posted and sent home.

- Flyers will be approved beginning August 10, 2009 and continue throughout the school year until three weeks prior to the final day of school.
- Please provide a written request via e-mail or fax. The request should include a listing of schools where you would like to distribute the flyer as well as the material to be distributed.
- Once a request is submitted, please allow 48 hours for a response.
- Materials that are approved for distribution must include the following disclaimer: "The following materials/statements/programs are not endorsed by GCS nor do they represent the district's position or policy."
- Approval letters only grant permission for the flyer that was submitted for approval. The letter may not be altered or used to distribute other flyers.
- The approval letters do not grant permission to use a GCS facility for a program or activity.
- School principals have the ultimate authority on information placed in schools or sent home.
- You will be notified by e-mail or phone whether your flyer has been approved. You must present the approval letter at each school where you plan (and have been approved) to distribute flyers.
- Flyers should be bundled in groups of 30 for easy distribution for staff and volunteers.

GCS will approve flyers for distribution from the following organizations:

- Guilford County Schools
- agencies/departments within the county, state or federal government
- parent-teacher associations/organizations and;
- non-profit community sports or youth activities

GCS will not approve flyers that:

- Promote professional services or merchandise or businesses
- Name candidates for public office
- Are religious or refer to religious holidays, such as Christmas or Easter; terms such as holiday, winter or spring should be used.

For questions, please call (336) 370-8100.