



## 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 programs. In an effort to continue providing this service to organizations, while minimizing negative impact on our sites, the following guidelines and requirements have been established.

Proposed flyers must be submitted electronically to [mbroderick@saugusud.org](mailto:mbroderick@saugusud.org) by using the "Request for Flyer Distribution Approval" form for pre-approval. Flyers are generally reviewed on Thursday afternoons. Please be sure to allow a minimum of two weeks before your desired distribution date for corrections and/or edits. District approval by email is required prior to distribution. Only after this approval is received will the requested organization be provided with current distribution numbers.

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

1. All organizations seeking approval to distribute materials must be non-profit, tax-exempt 501(c)(3) organizations, and the materials must feature activities or events of interest to the District's elementary school students and their parents.
2. All flyers will be distributed electronically or hard copies to students with school newsletters on Tuesdays.
3. All requests for flyer distribution should use the Request for Flyer Distribution Approval form, a copy of the Internal Revenue Service (IRS) letter showing proof of non-profit status, and a PDF of your flyer.
4. All flyers must include the organization's non-profit 501(c)(3) identification number.
5. Flyers featuring events with little or no educational value will not be approved.
6. Images on the flyer must be appropriate for elementary students.
7. All flyers must have the following disclaimer in at least 12-point font size, and displayed clearly at the bottom of the flyer:  
  

*"Neither sponsored nor endorsed by the school or the district."*
8. All flyers distributed electronically or by hard copy to students must include both English and Spanish languages.
9. Flyer distribution are for **one-time** distribution approval only.