

## PROCEDURE FOR APPROVING FLYERS

Moreland School District will follow these procedures when approving flyers to be placed in schools or sent home with students. These procedures are part of Board Policy 1325 Community Relations and have been implemented to provide efficiency and to ensure school-appropriate information is being posted and sent home.

- Flyers will be approved beginning the 1st week of school and continue throughout the school year until two weeks prior to the final day of school.
- Please provide a written request via email or fax. The request should include a listing of the 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: "This is not a Moreland School District sponsored activity."
- 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 Moreland facility, unless previously arranged, for a program or activity.
- You will be notified by email whether your flyer has been approved. Upon approval, the bundle count per school site will be given to you for easy distribution for staff and volunteers.

Moreland School District will consider approving flyers for distribution from the following organizations:

- Moreland School District schools
- agencies/departments within the county, state or federal government
- parent-teacher associations/organizations
- non-profit community sports or youth activities
- organizations fitting the basic educational mission of the district

Moreland School District will not consider approving flyers that:

- promote or advertise for-profit services, merchandise, businesses
- are in conflict or competes with current district programs
- name candidates for public office

The District retains all rights of censorship including language and pictorial representations.

**Flyers should be emailed for approval to  
[tdelacruz@moreland.org](mailto:tdelacruz@moreland.org) in the Superintendent's Office or faxed to (408) 374-8863.**

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