



Flyer Approval and Distribution Procedures **2009-2010 School Year**

Central Valley School District receives many requests from local organizations to distribute flyers and other materials in our schools. We review requests from community-based, non-profit organizations on a weekly basis, according to district policy #4060.

If approved, the flyer will be **placed on an information table** in the lobby of our schools for parents, students and visitors to pick up. *We do not send approved flyers home with students.* Approved flyers intended for school staff are placed in the staff lounge.

For the purpose of this document, the word "flyer" includes, but is not limited to: poster, pamphlet, brochure, booklet or catalog.

Criteria for Review

To be considered for placement on school information tables, flyers submitted for review must meet the following criteria:

- Offered by a community-based, non-profit organization or a community-oriented activity or event offered by students, parents or staff of Central Valley schools
- Serves or appeals to the majority of Central Valley youth
- Contains non-curricular information with social, recreational or educational value for students and/or families
- Commercial advertising is not acceptable

What to Submit

- Completed *Request for Flyer Distribution in Schools* Form
- Final version of your flyer -- no drafts

How to Submit: 3 Ways

- **Drop off** at Learning & Teaching Center reception desk – 19307 E. Cataldo
- **Fax** to Public Information Office at (509) 228-5439
- **Mail** completed form and original flyer to:
Central Valley School District, Public Information Office
19307 E. Cataldo
Spokane Valley, WA 99016

When to Submit

- The deadline for submitting a flyer and completed form for review is **12:00 Noon on Thursday**. Flyer distribution requests are collected and reviewed once a week.
- You will receive notice of approval/decline during the week following the Thursday deadline.
- Review of flyer distribution requests will begin the week of August 17, 2009 and will end on June 3, 2010.

After You've Been Approved

- Organizations approved for flyer distribution will provide all printed copies of flyer for school information tables. Flyers will be packaged into bundles (up to 50 per school).
- Pre-packaged flyers may be:
 - Delivered or mailed directly to each school (see schools list on www.cvsd.org)
 - Delivered to the district mailboxes of each school for distribution through the district courier. District office hours are 7:30 – 4:30 weekdays.

Other Information

- The Public Information Office notifies our schools of all flyers approved and declined for distribution.
- According to district policy #4060, approved flyers are **not** sent home with students but are placed on school information tables located in the lobby of each school. Students, parents and visitors may pick up information of interest to them from these school information tables.

Questions?

Melanie Rose, Public Information Officer: (509) 228-5405 or mrose@cvsd.org

Lynn Cross, Secretary: (509) 228-5425 or lcross@cvsd.org

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