

FLYER APPROVAL REQUEST PROCESS

All flyers (this includes posters) from **outside organizations must be approved** by the Superintendent's Office. Please go to www.slvusd.org (home page) to access the instructions and required form for all "Flyer Approval Requests". A form **MUST** be completed and submitted with each flyer that is being requested for approval. **Please read all of the instructions for the process carefully.** PLEASE ALLOW **ONE WEEK** FOR ALL REQUESTS. The Superintendent's Office will notify you of the decision via email.

CRITERIA FOR FLYERS:

- The outside group or organization **MUST be non-profit.**
- Scholarships **MUST** be available (if appropriate to announcement)
- The function/event **MUST** be school related whose objective and functions are within the purposes of public education, i.e., public recreation programs, Girl Scouts, Boy Scouts, 4-H, Little League, etc.
- All flyers from outside organizations **MUST** be approved by the Superintendent's Office.
- It is recommended to provide a Spanish translation for our Spanish speaking parents.

PLEASE NOTE:

- ✓ **Flyers from outside organizations are no longer distributed to students and/or blurbs inserted into the electronic school newsletters – the electronic newsletters are for district and school-sponsored events ONLY**
- ✓ **Banners for outside organizations are no longer permitted—ONLY school related banners will be permitted**
- ✓ **Approved flyers may also be made available in the school offices**
- ✓ **Approved flyers/posters may be posted (in specified areas) at the school sites**

The District has created a "Community Opportunities" google website that contains all "approved" flyers. This website is broken into groups for the various organizations, such as Boy/Girl Scouts, Local Events, Arts-Drama-Theater, Community Service, Sports, etc. All "approved" flyers will be posted using the date of the event (when appropriate) and the title of their flyer. A "link" will be provided to the "Community Opportunities" website at the end of each electronic school newsletter for the parents/students to access for community information and events.

ALL flyers MUST be submitted in pdf format

If you have further questions or concerns regarding this process, please contact the Executive Assistant to the Superintendent at vbergquist@slvusd.org or 336-5194.

Thank you!

