



Procedure for Flyers

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.
- Summer camps will be for display only.

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.