
FLYER DISTRIBUTION PROCESS (SSS-P001)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This is the process for approving flyers that go home with students, stay on bulletin boards, remain on counter, or are available in school staff rooms.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 The district office receptionist will make sure all requests are ready for review.
- 2.2 The Director of Student Services will approve appropriate flyers for distribution.

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Student Services

4.0 DEFINITIONS:

- 4.1 Flyer: Any announcement of activity that is requested to be sent home with students, placed on bulletin boards and/or counters at school, or placed in the staff rooms.
- 4.2 Non-profit organization: Any business or organization that has a 501c3 status with the Internal Revenue Service, including city and county entities.

5.0 PROCEDURE:

- 5.1 A representative of the group requesting permission completes the Flyer Distribution Approval Form and submits it to the receptionist at the District Office.
- 5.2 The Director of Student Services reviews the request to verify that it meets the district criteria for posting.
 - 5.2.1 Criteria for approval:
 - 5.2.1.1 Non-profit organizations that have a service to offer students and families.
 - 5.2.1.2 School programs and activities.
 - 5.2.1.3 PTA or Parent Group sponsored activities.
 - 5.2.1.4 The event sponsors or supports a district activity or curriculum.
- 5.3 Criteria that will result in not being approved:
 - 5.3.1.1 Business advertisement
 - 5.3.1.2 Message that conflicts with school goals or curriculum.
 - 5.3.1.3 Message that disrupts the learning environment
- 5.4 If the request is approved, the representative may pick up the approved Flyer Distribution Approval Form at the District Office and post the flyers at schools.
- 5.5 If the request is denied, an appointment may be made with the Director of Student Services to discuss the request.

6.0 ASSOCIATED DOCUMENTS:

6.1 Flyer Distribution Approval Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Flyer Distribution Approval Form	District Office – Director of Student Services	6 years	Discarded	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
06-Jan-06	A	Original Release

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