

Southern Lehigh School District
5575 Main Street
Center Valley, PA 18034

POLICY NO. 913.1 AR FLYER/INFORMATION DISTRIBUTION

Preapproval Information

PROCEDURE

1. Request for permission to offer flyer/information from non-profit organizations is made to the Superintendent's office at least two (2) weeks prior to the event.
2. Organizations whose basic goals and objectives are to provide educational, service or recreational programs for residents of the District and which qualify as "charitable organizations" as that term is defined in Section 501(c)(3) of the Internal Revenue Code and the applicable regulations of the IRS may apply.
3. For an initial request, organizations will supply proof of non-profit status (tax exemption certificate).
4. Flyers/information may be submitted in paper format, faxed, or sent electronically in PDF format by the submitting organization to webmaster@slsd.org.
5. Flyer/information is reviewed and approved or disapproved by the Superintendent or his/her designee.
6. Submitting organization is notified of the decision by the Superintendent's office. Organizations may choose any combination of their desired format for distribution- paper, website, and/or electronic distribution (e-mail).
7. Organizations must complete a Request to Distribute Form indicating which grades and buildings the information will be sent, and the desired date for distribution. Those wanting to send flyers/ information in paper format must provide those documents in packs of 30 or packs of 15 if to be distributed to a particular gender for the number of classrooms indicated. Documents must be brought to the Central Administrative Office for distribution to the school buildings.
8. Those wanting electronic distribution must provide an electronic version in PDF format. Electronic flyers/information will be posted to the Community Bulletin Board on the website and also may be sent through the electronic communication system to the targeted audience.
9. The Superintendent's office will notify appropriate schools of the posting and/or will provide for paper distribution.

Prohibited Flyer/Information Content

Permitted flyer/information shall be in the nature of public service announcements of community-wide events that are consistent with the District's mission of providing relevant learning experiences for its students and the community-at-large and shall be subject to certain restrictions in keeping with contemporary standards of good taste and will seek to model and promote positive values for our students, staff, and district. In keeping with this standard, no flyers/information will be allowed which:

1. Are libelous, defamatory, obscene, lewd, vulgar, or profane.
2. Violate federal, state or local laws.
3. Violate Board policy or district administrative regulations.
4. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs.
5. Incite violence.
6. Advocate use of force or urge violation of federal, state or municipal law, Board policy or district administrative regulations.
7. Interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.

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FLYER DISTRIBUTION REQUEST FORM

Date of flyer request Click here to enter a date. Date flyer is to be distributed Click here to enter a date.

Name of Organization: Click here to enter text.

Contact Name Click here to enter text.

Telephone Number Click here to enter text.

E-mail address Click here to enter text.

Tax exempt certificate Click here to enter text.

Grades for distribution: K 1 2 3 4 5 6 7 8 9 10 11 12

Gender distribution: Female Male Both

Method of submission for request: Paper ([see address below](#)) E-mail to webmaster@slsd.org

Distribution Instructions

Please check desired distribution method/s for this flyer:

- Morning Announcements
- Southern Lehigh website (must be sent electronically)
- Southern Lehigh e-mail (must be sent electronically)
- Paper – packs of 30 flyers in each pack (or packs of 15 if just for boys or just for girls)

Paper flyers must be in packs of 30 or packs of 15 if to be distributed to a particular gender. The number of packs required is determined by the number of grades that the flyer is to be sent.

Paper flyers must be brought or sent to the Office of the Superintendent, Southern Lehigh School District Administration Building, 5775 Main Street, Center Valley, PA 18034.
Telephone 610-282-3121, ext. 5111 or 5101.

For office use only:

Signature of Superintendent or designee

Approval Date: _____

Disapproval Date: _____