

## Approval Guidelines for Flyer Distribution 2017-18

### Coronado Unified School District Goes Green!

General guidelines for flyer approval:

- All flyers are approved through the superintendent's office via Peachjar.
- Activities must be educationally sound or of direct benefit to students.
- Material must not advocate a religious or political viewpoint.
- Events charging a fee for participation are discouraged. Exceptions to this are events, classes, or camps being sponsored by an agency with which the district has an interagency agreement. Sample agencies include, but are not limited to: City of Coronado, City of San Diego Parks & Recreation, Boys & Girls Club, YMCA, Boy and Girl Scouts of America, Coronado SAFE, and the Coronado Schools Foundation (CSF).
- Curriculum-based events such as essay contests, poster contests, "thons", Earth Day, Arbor Day, etc. need a commitment from a school that they intend to participate. After participation in such events is established, flyers must be approved through the superintendent's office via Peachjar.
- All for-profit vendors will be denied approval for districtwide distribution of their product/services. Fund-raising activities will be referred to the Coronado PTO.
- Advertisements for fee-based services, such as private tutoring, music lessons, etc. are not approved. Fee-based, private sports/arts/academic camps will be considered by the superintendent on a case-by-case basis.
- Events being offered in areas outside of Coronado will not be approved if the same opportunity is available within Coronado. Each request of this nature will be considered on a case-by-case basis.

NOTE: Flyer approval does not constitute endorsement. Approval simply means the material has been reviewed and meets the guidelines for districtwide electronic distribution. The superintendent reserves the right to rescind approval to any organization or person if a complaint is received or the organization or person is found to be in violation of instructions from this office.