**Guidelines for Flyer Distribution**

According to Laveen Elementary School District policy, "Solicitation of employees and/or students by any profit, non-profit or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance. The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals." To comply with this policy, the District has established guidelines and an approval process for flyer distribution.

The only flyers that will be passed out in class and sent home with students are those which originate from the Laveen Elementary School District, are directly related to the District, or are determined by the District to be a community service announcement.

Non-profit, youth-centered volunteer organizations wishing to provide information to students must follow the requirements below. If approved, flyers from the organizations will be made available to students and parents at a designated location in the front office of each school. Organizations will be permitted to display no more than 100 flyers.

**Flyer Requirements**:

- All flyers require approval through the Communications Office at the District. Please provide a clear copy of your flyer prior to the desired date of distribution.
- Flyers **must** include the following disclaimer: ***"The Laveen Elementary School District neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service."*** The font size of this required information must be of a similar size of all other copy on the flyer. No flyer will be approved without this disclaimer.
- Flyers must have a contact name, phone number, and address prominently displayed.
- Once approved, the original flyer will be marked "APPROVED FOR DISTRIBUTION TO STUDENTS." This stamped flyer must be presented to the school office staff when the flyers are delivered for distribution.
- Flyers will only be approved for non-profit, youth-centered volunteer organizations. Flyers from groups that do not hold current non-profit status from the IRS (501(c)(3) or other) and are not youth-centered will not be distributed or made available on campus. Proof of non-profit status is required.
- Flyers for programs that conflict/compete with existing Laveen Elementary School District programs will not be approved.
- Flyers that contain a logo for a for-profit organization will not be approved.
- Flyers that promote alcohol or tobacco products as a sponsor will not be approved.

**These guidelines also include posting any materials in school offices or on the windows of a school office.**

For more information or to have a flyer approved, contact the Communications Office at 602-237-9100 or in person at the Laveen Elementary School District Office at 9401 South 51st Avenue, Laveen.

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