



## NON-SCHOOL PUBLICATIONS DISTRIBUTION APPROVAL GUIDELINES (Rev. 09/23/19)

San Antonio Independent School District is a supportive partner in community wide efforts to provide students and their families with information about resources and opportunities. All printed or electronic publications promoting events, classes, services, products and/or community organizations must receive District approval prior to posting, distributing or displaying to students and families. Please follow these simple guidelines to help provide information to students and families.

**Organizations should wait for approval before printing any publications as changes may be required to conform to District policies and guidelines.**

1. Publications shall include flyers, brochures and posters.
2. Publications from non-profit organizations, city/county offices, government entities, community clubs and organizations informing students and parents/guardians of cultural, educational, or recreational activities sponsored by the organization may be submitted for review and approval by the District.
3. The publication must be educational in nature, supporting the educational mission of San Antonio Independent School District and/or benefiting the population of San Antonio Independent School District in a positive manner. Materials for distribution must not promote any commercial, religious or political interest/organization.
4. Flyers with little or no educational value will not be approved.
5. The publication must not cause disruption to the operation of the school.
6. Family support group (i.e. PTO, PTA, Booster etc.) publications require approval from the school principal/designee for that school only. However, family support group publications intended for other schools must go through the Office of Family and Community Engagement for districtwide approval and distribution.
7. Publications (flyers, brochures or posters) from for-profit organizations shall not be distributed to students, but may be accepted for posting on community bulletin boards at schools, with the exception of religious institutions, campaign/political material or literature that does not directly affect and/or benefit San Antonio Independent School District students or families. Items posted on community bulletin boards at schools require approval from the District.
8. Flyers from businesses pledging to make donations to schools will not be accepted unless they are submitted for approval by a school as part of a specific school fundraiser.
9. No fundraising/event announcements are allowed from groups outside the school, unless there is a direct educational value to students and/or a school.
10. Publications from groups promoting a program or event with a cost to families will not be accepted.
11. Approval of your publication does not imply District endorsement of any identified product or service.
12. The direct distribution of non-school publications to students without prior District approval is strictly prohibited.

## PUBLICATION DISTRIBUTION REQUIREMENTS

1. All publications MUST include a contact name and telephone number. An e-mail address may be included, but does not replace the requirement for a telephone number.
2. If the publication is advertising an event and location, it MUST include the name of the event's location as well as the address.
3. All publications MUST have the following disclaimer statement printed at the BOTTOM of the flyers/printed material in bold and capital letters.

## **SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT ENDORSE OR SPONSOR THE ACTIVITIES AND/OR INFORMATION CONTAINED IN COMMUNITY FLYERS OR PUBLICATIONS.**

4. Publications intended to be sent home with students must be provided in English and Spanish for all schools.
5. Grammar, spelling and punctuation must be correct. You may be asked to make corrections/revisions to your publication. The District will not provide design assistance.
6. Publications must contain clear and legible text and may not be scanned or photocopied documents that are difficult to read.

### **APPROVAL SCHEDULE, PROCESS AND DISTRIBUTION**

- Publications must be submitted 2 weeks before the desired distribution date. Please allow 10 business days for review of your materials.
- Publications must be submitted for approval to the Office of Family and Community Engagement via:
  - Email your file and the completed Request for Non-School Publications Distribution Approval form to the Office of Family and Community Engagement at [familyengagement@saisd.net](mailto:familyengagement@saisd.net)
  - Deliver the file and completed form in person to the SAISD Pickett Family Center, 1931 E. Houston St. San Antonio, TX
- These procedures are to be repeated each time the organization requests permission to distribute publications at any San Antonio Independent School District school, even if in the same school year.

### **IF YOUR REQUEST IS APPROVED**

1. An approval letter with a signed copy of the publication will be provided to the requestor and must be delivered with all publications to the school/s. After receiving District approval, please contact the school prior to delivering any publications to the school. Once approved, printed materials may not be altered.
2. Publications for a specific event may only be sent once during the approved distribution date(s).
3. The final decision concerning publication distribution, and the manner in which the materials are distributed (whether electronic posting on webpage or paper), is at the building principal's discretion. Some principals may prefer having a limited number of publications available in the office for students who are interested, as opposed to distributing one to every child. Therefore, do not make copies of your publication until approval is received **and** until the school's manner of distribution is determined by the principal.
4. All materials for distribution in elementary schools are to be packaged in bundles of 25. Please contact each school for a current student count, if needed.
5. Please note that publications are not distributed to middle or high school classrooms. You may provide 25-50 copies for general distribution to middle or high schools that can be kept in the main office and other common school areas for students, families and community members.
6. The requestor bears the cost of printing all materials. San Antonio Independent School District will not distribute approved, printed publications to campuses from the central mail office.
7. If at any time it is determined that previous flyers or written materials presented for approval contained false information or did not accurately represent the intent of the program, future requests for approval will be denied.