



## **Logan City School District Flyer Distribution Guidelines and Review Process**

The Logan City School District, in collaboration with the Logan Schools Foundation, has established the following guidelines and procedures for processing requests to distribute information to students, parents, and/or District personnel. This procedure provides those who wish to participate with the ability to reach a larger audience. All fees (100%) collected by the Logan Schools Foundation will be used to provide grants for teachers within the Logan City School District. All materials promoting events, community organizations, classes, and/or services or products must receive District approval prior to being posted, displayed, or distributed to parents, students, or District employees.

The Logan City School District will use the District's website for electronic flyer distribution. Flyers will be posted online so parents can easily view flyers.

### **Electronic Flyer Distribution:**

1. **Distribution Fee:** to distribute flier to schools/personnel as follows:

**\*\*The distribution fee is a flat \$50. This applies whether the distribution is to one school or all schools.\*\***

The distribution fee must be submitted to the Logan Schools Foundation prior to e-flyer distribution. Payment can be made via check made to the Logan Schools Foundation or via credit card over the phone.

2. **Posting Fee:** replaces the need for print copies and will reach a much larger audience. The posting will remain on the site for 30 days.

### **Distribution Fee Exceptions:**

- An entity having an established business partnership with the Logan City School District or Logan Schools Foundation. With Foundation approval, some paper distribution may occur.
- Access and use of the flyer management system shall be provided without charge to District Staff, school staff, teachers, and District parent organizations (such as PTA, Foundation, etc.) for the distribution of internal, noncommercial, school related informational flyers.

## **Logan City School District Submission of application and electronic flyer**

In order to have materials considered for distribution, the organization requesting approval must:

1. Submit a completed Flyer Distribution Application along with a final version of the electronic flyer. The flyer must be submitted in an electronic PDF to [shana.longhurst@loganschools.org](mailto:shana.longhurst@loganschools.org)
2. Submit the distribution payment to the Foundation.

Once approved by the Foundation, the flyer will immediately be posted to the District website. The postings will remain for 30 days.

### **Rules and Guidelines:**

1. Disclaimer: All materials must contain a disclaimer on the flyer with the following language: *Distribution of these materials is in no way an endorsement of services, activities, and/or products by the Logan City School District.*
2. Identifying information: Flyers must contain information clearly identifying the sponsoring person(s) or organization(s) including web address and contact information.
3. Applicability to Intended Audience: Approval may only be given for information or activities appropriate for and directed toward the age of students attending the school(s) targeted.

### **Prohibited Materials**

Materials cannot:

- Interfere with the District's educational objectives;
- Compete with District programs;
- Be obscene or libelous in nature;
- Be contrary to the curriculum adopted by the District;
- Advertise a product or service not permitted to minors by law;
- Advertise for a political purpose or to influence a ballot proposition;
- Discriminate against any person based on race, religion, national origin, gender, age, marital status, disability or public assistance status;
- Advertise activities or services to students that occur during the regularly scheduled school day;
- Advocate the violation of school regulations.

