

# Reed-Custer Virtual Backpack Distribution Guidelines

District #255U often receives requests from other organizations to distribute informational material to students. Please be advised that we are very selective in allowing items to be distributed through our communication systems. Distribution of all materials is at the sole discretion of district administration.

## **Requesting organizations must follow the following guidelines:**

- The activity or event must be a fun or educational activity for school-aged children/families.
- Organizations must be not-for-profit. It is the organization's responsibility to provide proof of its not-for-profit status.
- Organizations must be within the District 255U boundaries or in neighboring towns.
- The following disclaimer **MUST** be included on each flyer: "The distribution of this information and materials through the school district does not imply District 255U endorsement."
- Flyers may not include blatant advertising on behalf of for-profit corporations.
- Board policy prohibits the distribution to students of campaign materials endorsing political candidates, parties or issues in upcoming local, state or federal elections. This includes events sponsored by candidates running for election.

We ask that organizations limit posting to on per month, with a two-month limit for any one item. Approved postings will be updated on a weekly basis.

## **Process for Approval:**

- Submit the flyer as a .pdf document to the district webmaster ([matthew.radowski@rc255.net](mailto:matthew.radowski@rc255.net)) at least one week prior to the event or registration deadline.
- Provide within the email the start date for the posting of the flyer, and the expiration date.
- Approved flyers will be posted to the webpage <https://www.rc255.net/Pages/VirtualBackpack.aspx>. The page will include the title of the flyer, so make sure you give your file the name that you want appearing on our website.
- Organizations will be notified by email of flyer approval and posting, or denial.