

Guidelines for Flyer Approval

Sycamore Community School District 427 seeks to facilitate interactive communication that offers a variety of opportunities for our stakeholders. In an effort to facilitate this process, we will approve flyers from local non-profit organizations and post them on the District 427 Virtual Backpack website:

<http://www.syc427.org/backpack.html>

This service is provided as a courtesy to our school community. All materials are reviewed and must meet the following expectations:

Criteria for Approval

- ❖ The activity or event should be geared toward school age children and/or their families.
- ❖ Organizations must be not-for-profit. It is the organization's responsibility to provide proof of its not-for-profit status.
- ❖ Flyers may not include any verbiage regarding alcohol, tobacco, drugs or similar products.
- ❖ The distribution to students of campaign materials endorsing political candidates, parties or issues in upcoming local, state or federal elections will not be allowed.
- ❖ Flyers for fundraisers will only be approved if the fundraiser directly benefits school-aged children.

Process for Approval

- ❖ Submit the flyer as a pdf document along with the Distribution Request at least two weeks prior to the event or registration deadline. Faxes will not be accepted.
- ❖ Organizations will be notified by email of flyer approval or denial.
- ❖ Approved flyers will be posted to the webpage <http://www.syc427.org/backpack.html>
- ❖ The page will include the title of the flyer, so make sure you give the file the name that should appear on our website.
- ❖ All flyers must be approved through the District office. No other District 427 department is authorized to approve flyers for distribution
- ❖ Flyers can remain on the website for no more than two months. They will be removed after the event has passed.
- ❖ District 427 reserves the right to deny any flyers.