

# 2015-2017 Flyer Approval Guidelines



Businesses and organizations seeking to distribute an electronic flyer to benefit the students, staff and parents of the St. Vrain Valley School District may do so by clicking [here](#). The flyer approval is managed by the Education Foundation for the St. Vrain Valley.

## What is the criteria for approval?

- Flyers submitted for review must comply with Board Policy KHC and not contain “unacceptable material” as defined by that Policy (i.e. “hate” literature; material promoting hostility, disorder, or violence; commercial message/materials; libelous materials or those invading the privacy rights of others; political materials; or materials that are obscene or pornographic)
- All flyers must be received online and should not exceed 3MB. The following formats accepted: Adobe pdf (we no longer accept Publisher files).
- Flyers received via fax, email or hand delivery will not be considered for approval.
- The District reserves the right to stamp a disclaimer on the materials stating that the District’s approval for distribution is not an endorsement of the content.
- Material submitted should be of benefit to the students and staff of the St. Vrain Valley School District. Flyer approval is managed by the Education Foundation for the St. Vrain Valley.
- Flyer requests must be received by the date indicated in the chart below:

Deadline for Approval (2015-2016)	Distribute After:
April 24	May 1
August 14	August 19
August 28	September 1
September 28	October 1
October 26	November 2
November 20	December 1
December 18	January 4
January 28	February 1
February 25	March 1
March 28	April 1
April 27	May 2

## How are flyers distributed?

- The **PRIMARY** distribution of flyers is via electronic communication in the form of newsletters from the school to the parent in the St. Vrain Valley School District. Please note this does not include charter schools. Note: Distribution via electronic communication to bilingual schools requires flyers to be printed in both English and Spanish. These schools include: Columbine Elementary, Indian Peaks Elementary, Northridge Elementary, Rocky Mountain Elementary and Timberline K-8.
- The **SECONDARY** (optional) distribution of flyers is via hard copy for placement at the schools on community tables and/or bulletin boards. If you are approved, and you are interested in this, please follow the following guidelines:
  - Please print approximately 30 flyers per school. The following “Green Star Schools” do not accept hard copies of flyers for community tables and bulletin boards: Burlington Elementary, Red Hawk Elementary, Blue Mountain Elementary and Central Elementary.
  - Hard copy distribution for community tables and bulletin boards to bilingual schools requires flyers to be printed in both English and Spanish. These schools include: Columbine Elementary, Indian Peaks Elementary, Northridge Elementary, Rocky Mountain Elementary and Timberline K-8.
  - Once your flyer is approved, your organization is responsible for printing and delivering the flyers. Please separate the flyers by school by utilizing a mailing envelope with the name of the school on the outside of the envelope. You have the option of taking/ mailing the envelopes to the district warehouse located at 2929 Clover Basin Drive, Longmont, CO 80503, **OR** by dropping the envelopes at each individual school.

- The **THIRD** and final way of distribution of flyers to establish your business as a “Community Partner”. By becoming approved as a Community Partner, you then have the ability to print copies of your flyer for distribution in Thursday folders at the elementary and middle school levels. Please follow the following guidelines for this process:
  1. Click on this link or go to [www.efsvv.org](http://www.efsvv.org) and click on the “Donate Now” button. Make a donation by utilizing the fee schedule below. In the “Notes” section please note your name and the name of your business.
  2. You receive a confirmation email that you have been approved as a Community Partner. In this email you will receive a copy of the foundation logo. Please use this in your flyers as the designation of a community partner.
  3. You will receive a list of school counts so you that you may determine how many hard copies should be made. As these number change continuously, add 5% more to your total flyers for each school so that all students receive a flyer in their take home folder.
  4. If you have any additional questions after reading this, please email [hoxie\\_lisa@svvsd.org](mailto:hoxie_lisa@svvsd.org), and she will return your email with an answer(s) to your question(s).

Distribution to 1 school:	\$150.00
Distribution to 2 to 5 schools:	\$500.00
Distribution to all schools (excluding Charter Schools)	\$1000.00

5. This is a tax deductible donation and you will receive a receipt for this.

\*Please note that in order to deliver to Title I schools, you MUST include both an English version, and a Spanish version of your flyer.

### How do I submit a flyer for approval?

- Submit flyers online at: <http://www.svvsd.org/submit-flyer>
- To see if your flyer has been approved for distribution, please go to: <http://svvsd.org/flyers> and enter the required information.
- If you do not see your flyer here by the “Distribute After” date, then your flyer was not received. Please re-enter your flyer for approval.
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**Questions?** Email [hoxie\\_lisa@svvsd.org](mailto:hoxie_lisa@svvsd.org)