

Northwest ISD Guidelines for Approval and Access to Flyers and Other Nonschool Printed Materials

The Office of the Executive Director for Communications will be responsible for reviewing and approving flyers and printed materials for third parties, external nonschool groups or organizations that provide a benefit to youth or parents who wish to distribute materials to students. Groups included will be governmental entities, nonprofit organizations, the YMCA, local youth sports leagues, and scout groups.

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 and, therefore, did not meet the requirements as a group permitted to distribute to students under Board Policy GKDA (LOCAL), the approval of future flyers submitted by the requesting organization will be jeopardized.

The method used to distribute the nonschool material will be electronically through the "Community Folder" on the District's Web site.

The Community Folder

The Community Folder is a feature of the District's Web site where approved nonschool materials for distribution to students will be electronically posted. This information can be for distribution to elementary school students, secondary students or both. Links to the Community Folder will be placed on campus Web sites and campuses will be encouraged to communicate to their students and parents to check the Community Folder for the latest information.

Submission of Nonschool Materials for the Community Folder

- A copy of the flyer/printed material and a **Request for Flyer Distribution Approval** form must be submitted to the Office of the Executive Director of Communications for consideration of approval. Copies can be either emailed to: flyerapproval@nisdtx.org or faxed to 817-215-0170, Attn: Executive Director of Communications.
- The flyer/printed material must not exceed an 11" x 14" printed area. If the material is submitted electronically, the attachment needs to be in a single file in PDF format and cannot exceed three megabytes in size. Up to four pages will be accepted for posting. The front and back of a flyer is considered two pages.
- The flyer/printed material must conform to the standards of the LIMITATIONS ON CONTENT as described in Northwest ISD Local Policy GKDA.
- The flyer/printed material must be of a quality that can be clearly and legibly electronically scanned for placement on the Northwest ISD Website. If the flyer/printed material cannot be clearly scanned, it will be rejected for the Website distribution.
- All flyer/printed material **MUST** have the following disclaimer statement printed at the **BOTTOM** of the flyer/printed material in **Bold, Capital** letters. This disclaimer should be in a font of 12 pt. or larger in all languages represented on the flyer.

THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY THE NORTHWEST INDEPENDENT SCHOOL DISTRICT.

Approval and Expiration of Information

- Flyers/printed material should be submitted according to the **Flyer Approval Schedule** chart found on the Northwest ISD website. Flyers will only be approved with a Tuesday date and valid for **only one** specified distribution period. A new submission must be completed for each specified distribution period. Flyers/printed material not received by the **DUE** date will be dated for the next specified valid distribution period.
- A copy of the flyer/printed material will be placed on the Northwest ISD Website for the specified valid period stated on the approval schedule. At the end of the specified valid period, the flyer/printed material will be removed from the Website.

The direct distribution of non-school related materials to students is strictly prohibited.

Northwest ISD

Request for Flyer/Nonschool Printed Materials Distribution Approval

This form is to be completed by the group/organization requesting approval for a flyer or other nonschool printed materials to be posted on the District's Website. Deadlines for each three-week distribution period can be found on the *Flyer Approval Schedule* document on the Northwest ISD Website.

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|---|---------------------------|----------------------|----------------------|
| Name of Flyer/Printed Material | | | |
| Circle only one Specified Distribution Period. A new submission must be made for each Valid Distribution Period. | | | |
| Aug 22-Sept 12, 2017 | Sept 12-Oct 3, 2017 | Oct 3-24, 2017 | Oct 24-Nov 14, 2017 |
| Nov 14-Dec 19, 2017 | Dec 19, 2017-Jan 16, 2018 | Jan 16- Feb 13, 2018 | Feb 13-March 6, 2018 |
| March 6- 27, 2018 | March 27-April 17, 2018 | April 17-May 8, 2018 | May 8-29, 2018 |
| May 29-June 19, 2018 | | | |
| Does the Organization provide a benefit to youth and/or parents? (please circle) | | YES | NO |
| If yes, identify the benefit to youth and/or parents: | | | |

| | | | |
|-----------------------------|-------|-----|------------------|
| Name of Organization | | | |
| Contact Person's Name: Last | First | MI | Primary Phone: |
| Address: City | State | Zip | Secondary Phone: |
| Email Address: | | | Fax Number: |

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| <p>Approval requested for distribution to the following schools:</p> <p><input type="checkbox"/> All Schools</p> <p><input type="checkbox"/> High Schools</p> <p><input type="checkbox"/> Middle Schools</p> <p><input type="checkbox"/> Elementary Schools</p> |
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I understand that if a flyer/printed material approved for posting contains false information or does not represent the intent of the program, approval of future flyers/printed materials by the requesting organization will be jeopardized.

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|-----------------------------|------|
| Contact Person's Signature: | Date |
|-----------------------------|------|

This form must be submitted to the office of the Executive Director of Communications by the deadline specified on the Flyer Approval Schedule on the Northwest ISD Website for the requested dates for publication and posting. Flyers received after the due date will only be approved for the next three-week period.

FOR OFFICE USE ONLY

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|--------------------------|---|--------------|
| Date Received: | Flyer Criteria: <input type="checkbox"/> Flyer includes disclaimer statement <input type="checkbox"/> Flyer meets all other NISD guidelines | Received By: |
| Date Posted on Web site: | Exempt Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected | Approved By: |