



## Revised Guidelines for Approval of and Access to Flyers and Other Printed Materials

The office of Auxiliary Services will be responsible for reviewing and approving flyers for external groups or organizations that provide evidence of **nonprofit status**. On the [bhisd.net](http://bhisd.net) website click on "Site Map" for **Revised Guidelines for Approval of and Access to Flyers and Other Printed Materials, Flyer Distribution Request and Approval** form and **BHISD Community Board Flyer Approval Dates for School Year 2011-2012.**

**The nonprofit organization must adhere to the District's guidelines for requesting approval for public or student access of materials as follows:**

- The sponsoring organization must provide documentation of their official 501 (c)(3) nonprofit status each school year. A copy will be kept on file in the office of the Director of Auxiliary Services. Can submit with flyer and request.
- A **copy of the flyer/material AND a Flyer Distribution Request and Approval** form must be submitted to the office of Auxiliary Services for consideration of approval. Copies can be e-mailed to [sgage@bhisd.net](mailto:sgage@bhisd.net) and must be in pdf format. Please allow at least 2 days for approval. Flyers may be denied for the BHISD Community Board due to poor quality for website placement. Flyers may NOT contain live web addresses.
- If the organization is outside the district, all flyers **MUST** have the following disclaimer statement printed at the **BOTTOM** of the flyer in **BOLD, CAPITAL** letters. This disclaimer should be in a font size of 12 points or larger.

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

- The flyer should not contain advertising logos or promotions for any business/organization other than the approved nonprofit business/organization submitting the flyer.

### **Timelines for Approvals for Website Submission**

- Flyers should be submitted according to the **BHISD Community Board Flyer Approval Dates for School Year 2011-2012** on the district website.
- **Flyers will only be approved with a Monday date and valid for the next three weeks. Flyers not received by the DUE date will be dated for the next three-week period.** Flyers are posted in the order they are received.

### **Approval Granted for Access/Distribution**

- Notification regarding approval will be e-mailed to the contact person the Wednesday before the valid period begins.
- ***Only BHISD school sponsored organizations will be allowed to distribute flyers through the Tuesday folders. The signed Flyer Distribution Request and Approval form from the office of the Director of Auxiliary Services must accompany the material presented to the campus for public or student access/distribution. It will be the organizations' responsibility to make copies for the campuses for distribution. Please count out the flyers according to numbers of sets and students on each campus***