

## **Guidelines for the Distribution of Print Materials by Non-Profit Organizations**

The flyer distribution approval process provides non-profit organizations with a quick and easy way to register their flyers for distribution.

### **Overview**

Community Consolidated School District 62 is approached by many organizations requesting approval to distribute their materials in our schools. School District 62 seeks to cooperate with the organizations that promote growth, development, knowledge and understanding in our community.

On behalf of the Superintendent, the Community Relations Department handles requests and approvals for distribution of flyers. The following criteria are used:

### **Organizations must have 501C3 Non-Profit Status for consideration. The following materials are not allowed:**

- No corporate promotion.
- No for-profit advertising.
- No promotion for dances, parties, etc.
- No posting by organizations that have policies or promote activities that are inconsistent with the mission and/or policies of District 62.
- No political materials, endorsements, walkouts, demonstration notices, etc.

The following organizations have been pre-approved for flyer distribution:

- The Des Plaines Park District
- Civic groups such as Rotary, Kiwanis, and the Chamber of Commerce
- VFW and American Legions
- Des Plaines History Center
- Boy Scouts
- Girl Scouts
- Des Plaines Public Library
- Lattof YMCA
- Maine-Niles Association of Special Recreation
- Maine Township District 207
- District 62 Parent Organizations
- District 62 Education Foundation

### **Distribution of materials**

- ❑ All requests must be submitted with a completed **Flyer Distribution Form**.
- ❑ An electronic copy of the flyer can be emailed to the communications department. If approved, it will be sent for publication in the school's newsletter or posted on bulletin boards.
- ❑ School Distribution – Approved materials will be distributed to each student in weekly take-home materials, according to the following procedures:
  - For distribution to multiple schools, materials may be delivered to the Supply Room, Leon Smaage Administration Center (AC), 777 Algonquin

Road, Des Plaines, IL 60016. Community Relations will notify the mailroom.

- Materials must be bundled, packed, and clearly marked for each school.
- Materials delivered to the Administration Center by noon on Tuesday will be included in take-homes the following week.
- Staff Distribution – Approved materials will be distributed to district staff, according to these procedures:
  - Materials must meet the requirements.
  - Approved materials will be placed in staff mailboxes or at a location determined by the building administrator.
  - Materials must be bundled, packed, and clearly marked for each school. Staffing counts will be distributed with approval notification.
  - For distribution to multiple schools, materials may be delivered to the Supply Room, Leon Smaage Administration Center (AC), 777 Algonquin Road, Des Plaines, IL 60016. Community Relations will notify the mailroom.
  - When possible, e-mail distribution will be used to share information with staff. This must be approved and facilitated by the community relations director.
- Posting Materials in District Buildings
  - Materials that meet the requirements may be posted in district buildings.
  - The building administrator will determine placement and removal of the approved posters.

**Community Consolidated School District 62 does not photocopy materials for distribution.**

The approval process may take up to 5 business days. Please contact Mindy Ward at 847-824-8070 or [wardm@d62.org](mailto:wardm@d62.org), if approval notification is not received within 5 business days.

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