



BANDERA INDEPENDENT SCHOOL DISTRICT

Flyer/Poster Distribution

General Information

- The Bandera Independent School District will consider requests to distribute materials to students and staff for non-profit and/or youth oriented programs and organizations only.
- Printed materials may not promote specific religious, sectarian or political beliefs.
- No fundraising flyers are allowed from groups outside the school.
- Advertisements with little or no educational value will not be approved.
- Approved organizations and activities are not endorsed by the district.
- Bandera ISD reserves the right of final approval for the release of any flyer and may deny permission for any reason consistent with federal or state law, district policy, procedures or practices.

Guidelines

- All organizations wishing to submit a flyer or poster for approval must contact the Public Relations Office (830-460-3890) prior to distribution. E-mail requests may be sent to: tthayer@banderaisd.net . Call for confirmation of receipt of email.
- **All flyers/posters distributed by Bandera ISD must include the following disclaimer: "Approved for distribution but not endorsed by Bandera ISD."**
- Flyer or poster distribution requests are for one-time distribution only. Flyers or posters must be approved at least 10 school days prior to distribution date.
- No fundraising event or announcements of fundraising are allowed from groups outside the school, unless there is a direct educational value or significant benefit to students or the school.
- Flyers will not be distributed by the District through the use of the district's electronic mail delivery system.
- Flyers will not be approved for distribution except at times designated by district or campus administration.
- If at any time it is determined that materials presented for approval did not accurately represent the intent of the program, the approval of future flyers submitted by the requesting organization will be jeopardized.

Distribution Methods

- One or more of the following methods of distribution will be approved by the District to the organization:
 1. Distribution of materials individually to students at designated schools.

2. Materials that are made available for distribution at designated elementary schools or secondary schools.
3. A flyer or poster to be displayed in an administratively designated location in a school or schools for either student or staff viewing.
4. Distribution of flyers to staff will be at the discretion of the principal.

After Approval

- Once approved, the organization must bring the copied flyers or posters to the Bandera ISD Central Administration Office located at 815 Pecan Street in Bandera for distribution. Please do not take approved flyers or posters directly to any B/ISD campus or building. Office hours are Monday through Friday from 8:00 AM to 4:00 PM.
- Flyers will need to be bundled in stacks of 25 and labeled depending on distribution method. Counts for campuses will be provided to the organization once approval is granted.

Board Policy Regarding Distribution of Flyers

- Please see GKDA (Legal) Non-School Use of School Facilities Distribution of Non-School Literature.

For Additional Information

- Please contact Tracy Thayer, Public Relations Officer at (830) 460-3890 or at tthayer@banderaisd.net .