



Business Services

777 North F Street, San Bernardino, CA 92410

Phone: (909) 381-1164

Electronic Flyer Distribution Guidelines

Pursuant to Board Policy 1325, the San Bernardino City Unified School District has established the following guidelines and procedures for processing requests to distribute flyers to students, parents or District personnel. All materials promoting events, community organizations, classes, and/or other services or products must receive District approval prior to being posted, displayed, or distributed electronically to parents/guardians of District students.

A request for distribution is initiated via Peachjar at www.peachjar.com. For information on pricing, contact Jillian Leahy at 858-997-2117 ext. 140 or jillianleahy@peachjar.com. You will need to provide a sample of flyer or material intended for distribution.

Flyers and/or materials that organizations wish to distribute will be reviewed based on the following criteria:

- 1) The community program/activity must serve K-12 public school-age children.
- 2) The community program/activity does not violate the law or is inconsistent with the mission and/or policies of the San Bernardino City Unified School District (SBCUSD).
- 3) The community program/activity must be considered appropriate as determined by the Chief Business Financial Officer or her/his designee.
- 4) The materials requested to be distributed electronically are not being provided for the purpose of recruiting students to attend a non-SBCUSD school/educational program/activity that occurs during regular school hours during the school year.
- 5) Community programs/activities do not include, (1) raffles or fundraisers; or (2) solicitation of student/parent/guardian information; or (3) any activity, product or service that is generally open to the public at large as an income-generating or for-profit business activity.
- 6) No recruitment of students or staff.
- 7) All materials must have a contact name and phone number in order for parents to get further information.
- 8) All materials will have a non-endorsement statement as follows: *"This is not a school sponsored activity and the San Bernardino City Unified School District does not approve, support, supervise or endorse this program/activity."* The disclaimer will automatically be added to your flyer prior to distribution.
- 9) The requestor should allow extensive lead time no less than two weeks, to maximize the likelihood that the materials will be distributed as requested.
- 10) Flyer distribution shall be at the expense of the agency or group as per Peachjar pricing.

If you are using a District Facility, upload your approved Facility Use Form with your flyer.

Failure to meet any of the specific requirements will result in the materials not being approved. The District is not responsible for cost incurred by the requester.