



***Franklin Regional School District***  
**Approval Procedures for Distribution of Flyers**

Striving for Excellence

The following procedure will be followed in all Franklin Regional School District buildings with regard to the distribution of community organization information:

1. Informational flyers from in-house school organizations (PTO, Chorus, Band, etc.) will be distributed to all students upon approval from the **Building Principal** if distribution is **building specific**. *The approval form must accompany the flyers.*
2. Informational flyers from out-of-district/community organizations (Discovery, Parks and Recreation, BSA, FRAA, YMCA, etc.) will be distributed to all elementary students upon approval from the **Public Relations Department**. Flyers must be provided for all three elementary buildings. *The approval form must accompany the flyers.*

Flyers for Middle School and Senior High School students will be made available in the school offices. An announcement should be prepared and delivered to the school with the flyers. Flyers will be distributed for a maximum of five (5) school days.

3. Out-of-district/community organizations will proceed as follows:
  - A. Receive approval from the Public Relations Department
  - B. Upon approval, deliver flyers to the building office bundled in packs of **25**. *The approval checklist must be attached.*
  - C. The organization is responsible for delivering a sufficient quantity of flyers for distribution. See the building secretary for an accurate number of students.
  - D. For Middle/Senior High Schools only, deliver the flyers to the building offices. Give the building secretary a copy of the announcement to be read to the students; please indicate the date the announcement is to be read. Flyers will be available for five (5) school days maximum.
4. The District does not distribute advertisements about services offered by businesses and/or for-profit organizations.

***Approval Checklist***

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Flyers will be distributed to:     Senior High     Middle School  
     Heritage                     Newlonsburg     Sloan

**Office use only below:**

PR Department Approval:     YES     NO

Approval: \_\_\_\_\_