



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

The office of Student Support Services will be responsible for reviewing and approving flyers for external groups or organizations that provide evidence of **nonprofit status**. Guidelines for flyer publication and distribution can be found at www.gccisd.net. Click on "Community Flyers."

If at any time it is determined that previous flyers or written materials presented for approval contained false information or did not accurately represent the intent of the program, the approval of future flyers submitted by the requesting organization will be jeopardized.

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 Student Support Services. **Note: Association with a nonprofit organization is NOT sufficient to qualify groups/individuals as a nonprofit organization; therefore, flyers for these groups/individuals will not be approved.**
- A **copy of the flyer/material** AND a **Request for Flyer Distribution Approval** form must be submitted to the office of Student Support Services for consideration of approval. Copies can be e-mailed to carrie.smith@gccisd.net or florestela.gonzalez@gccisd.net
- 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 point or larger.

**THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY
THE GOOSE CREEK CONSOLIDATED 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 *Flyer Approval Schedule* chart found on the Goose Creek CISD 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 valid period.**
- No material will be approved for public or student access/distribution until after the first full week of school, the week prior to the winter holidays, the first week of the spring semester, the week of TAKS testing, or the last two weeks of school.

Approval Granted for Access/Distribution

- Notification regarding approval will be e-mailed to the contact person the Wednesday before the valid period begins.
- The **signed APPROVAL letter** from the office of Director of Student Support Services must accompany the material presented to the campus for public or student access/distribution.
- **It is the responsibility of the contact person to print and deliver sufficient copies of the flyers/materials to each campus for which the flyers are intended. Flyers must be bundled for each classroom in groups of 25.**
 - 1. Flyers will be distributed to students on Tuesdays.**
 - 2. Flyers must be delivered to intended campus(es) by 12 noon on Monday to be distributed on Tuesday. If not delivered by 12 noon, flyers will be distributed the following Tuesday.**
- Campus principals can place additional approved flyers in a central location for students and patrons who are interested. **Only 25 copies of a flyer will be placed in the central location at a given campus.**