



Guidelines to Distribute Flyers And Other Printed Materials

We understand the importance of sharing relevant information from the community with our students and families. The Benton School District will consider requests to distribute information to students from local government, non-profit, civic, and cultural organizations which provide youth-oriented activities and/or programs. Flyers to be distributed to students must be approved by the Director of Communications.

Prior to submitting a flyer request, please read the following information.

General Requirements:

- A sample of the flyer, as well as the Community Flyer Request form, should be submitted to the Director of Communications at least two weeks prior to the time the external organization desires it to be distributed.
- Political materials will not be distributed.
- The organization requesting flyer distribution must be with Saline County or directly benefiting the residents of Saline County.
- In most cases, the information/event is sponsored by a non-profit organization. Promotional materials of a commercial nature will not be approved for distribution.
- Flyers will not be distributed during the first two weeks and last two weeks of the academic year.
- Flyer distribution requests are for a one-time distribution approval only and will be approved for distribution only one time per semester.
- Direct distribution to individual students or parents during the school day or at school-sponsored events including Open House will not be permitted.
- Flyers must contain the Benton Public Schools Disclaimer Statement exactly as written in the text below:
- ***Disclaimer: This information is being distributed as a community service. Benton Public Schools is not a sponsoring organization for this activity.***
- Approved materials will be distributed as part of the elementary weekly backpack folders. Flyers for secondary school students should be left in the front office for student pick-up ONLY.
- Once approved, organizations will receive notification and an approval sheet including student count at each school site along with the bundling instructions. The cost of printing flyers is the responsibility of the group or organization.
- Exceptions will only be allowed with the approval of the Superintendent.

Please contact Tania Estell, BSD Communications, with any questions regarding these guidelines at jwayne@bentonschools.org or at 501-778-4861. We thank all our partners for their continued support and for bringing various educational and learning opportunities to our students.



Community Flyer Distribution Request

Date of Request _____

Organization _____

Type of Organization

☐ Non-Profit ☐ Private or Business ☐ Government ☐ Other

Address _____ City _____

Contact Person _____

Email _____

Primary Phone _____ Fax _____

How would you like approval returned?

☐ Email ☐ Phone ☐ Fax ☐ Pick Up

Description of Material

Requested Date for Distribution _____

Name of Flyer (please attach a copy) _____

Campuses for Distribution

☐ Elementary ☐ Secondary

Send completed form (please include flyer) to: Jessica Wayne

jwayne@bentonschools.org

Benton School District, PO Box 939, Benton AR 72018

OFFICE USE ONLY

☐ **Distribution Approved**

Special Instructions _____

☐ Approved for distribution
Elementary School

☐ Approved for distribution
Middle/Junior/High Schools

☐ **Distribution Denied**

Reason _____
