

PEACHJAR FLYER APPROVAL GUIDELINES AND REQUIREMENTS

The South Lewis Central School District (SLCSD) cooperates with community groups and organizations that sponsor activities of an educational/ enrichment nature for students and staff by distributing relevant informational materials electronically.

As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we have moved from distributing paper copies to digital flyer delivery via Peachjar, a free online service for schools.

The South Lewis Central School District Superintendent/Designee may approve the electronic distribution of materials from community organizations/agencies to our families through Peachjar, Inc., based on the following guidelines:

SLCSD approves the distribution of flyers that promote:

- Educational events aligned to the vision/mission and core values for the betterment of student learning
- Healthy and wholesome enrichment opportunities that support education beyond the classroom
- Leisure activities for our students and families sponsored by organizations or agencies that support our schools or District

SLCSD holds the right to refuse the distribution of flyers for such reasons including but not limited to:

- Materials for projects, activities or programs that would publicize or promote a particular political party, political organization or political viewpoint
- Materials for projects, activities or programs that would publicize or promote a particular church, religious organization or religious viewpoint
- Materials for events deemed not suitable for children
- Materials that would position the district on any side of a controversial issue.
- Materials that promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including, but not limited to, materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children

The following District Qualifier will automatically be included with the distribution of any flyer: Approval of your flyer does not imply South Lewis CSD endorsement of any identified product and/or service.

*** SLCSD reserves the right to revoke privileges from a community/agency program provider if, after distribution of a flyer, it is found to have been promoting an activity that does not align with the guidelines for distribution (e.g. activity as described in the flyer was not what actually occurred).

Once your flyer is submitted via Peachjar it will be automatically submitted to the District Office (see the steps below for requesting flyer approval). District staff will review the material and approve or deny based on the guidelines above. Flyers will be approved no longer than five business days after receipt. Flyers may take longer to approve during district designated holidays or breaks. Please make sure that your flyers have been submitted well enough in advance to be distributed in a timely fashion based on the event or information being distributed. Once approved, your flyer will be emailed to all parents and contacts in the SLCSO Peachjar system. Paper flyers from outside organizations will no longer be distributed at our schools.

To request flyer approval, follow the steps below:

1. Ensure that your flyer meets the SLCSO Flyer Approval Guidelines above
2. Go to www.peachjar.com
3. Register with Peachjar as an Enrichment Provider (account type)
4. Select desired schools
5. Upload your flyer to Peachjar for approval

Enrichment and community organizations are subject to Peachjar's service fee when a flyer is posted to promote an activity or event with a participation fee. Peachjar's service fee also applies to activities that are held without charge, but may entice participants to join a fee-based program, or purchase products or services (e.g. a soccer league that offers free clinics).

Peachjar's service fee will be waived in SLCSO when a local community organization is promoting a free event that does not entice participants to join a fee-based program, or purchase products or services (Free-for-Free). This Community Free (Free-for-Free) flyer distribution is limited to one posting every 30 days for up to 25 schools per organization.