



Guidelines for sharing Non-School District Materials

The Director of Community Education oversees Non-District Flyer distribution to students in our schools. If you have materials that fall within the guidelines below, please email your flyer, as an attachment, to this email address: nondistrictflyers@flaschools.org. Please call the Community Education office at (651) 982-8110 for further information.

At the discretion of the Director of Community Education, all non-district materials, including PTO's, PTA's, Booster Club, etc., that are proposed to be shared within the Forest Lake Area School District will meet the following guidelines:

1. The primary mailing address of the entity proposing to distribute materials and the activity must be located within the school district.
2. The entity requesting permission to distribute materials will be a not-for-profit organization according to the U.S. Internal Revenue Code or non-profit status as determined by the State of Minnesota. This will include FLAS Booster Clubs.
3. The activity will support the goals of the Forest Lake Area School District.
4. The activity will not conflict/compete with school district activities.
5. All content and images on the flyers must be appropriate for elementary age students and cannot violate school district policies and procedures.
6. Flyers cannot be for activities that are solely fundraisers.
7. Flyers will include contact information for the sponsoring organization.
8. The following disclaimer will be printed at the bottom of the material(s), typed in a **12-point bold font size**:

These materials were created by (*name of sponsoring entity*).
This is NOT a Forest Lake Area School District sponsored or endorsed activity.
9. PTA, PTO and PTSA flyers will be submitted to the building principal and approved PTA, PTO and PTSA flyers will be downloaded to *the individual school's web site*.

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