

DISTRIBUTION OF LITERATURE REGULATION

In an effort to work with school-based public and external not-for-profit organizations that wish to provide educational/recreational/cultural information to students or their parents, the following guidelines shall govern all requests for the distribution of printed materials from outside organizations.

Anyone who wishes to distribute literature must first submit for approval to the appropriate Division Assistant Superintendent at least 24 hours in advance of desired distribution time together with the following information:

- Name and telephone number of the person submitting request;
 - Date(s), time(s) of day, duration and location(s) of intended display or distribution;
 - Grade(s) of students to whom display or distribution is intended.
1. The following information must be included in all flyers or printed material to be distributed:
 - Name of sponsoring organization including contact name and telephone number
 - Description of the event or program (age level, etc.)
 - Date and time of the event or program
 - Contact information including registration dates, telephone numbers, etc.
 2. The Superintendent of Schools or designee shall review all printed materials for appropriateness to ensure compliance with the requirements of policy 1511. The decision of the Superintendent or designee shall be binding.
 3. Printed materials and approval will be limited to school-based public and external community based not-for-profit organizations only.
 4. Political information including elected officials' or candidates' names may not be printed on materials to be distributed.
 5. Printed information may not advertise the sale of any for profit service or for profit product.
 6. Any event or program being advertised must be open to the entire East Ramapo Central School District community.

7. The school district cannot guarantee immediate distribution of literature (a two week window is suggested to assure delivery of the flyers in a timely manner).
8. Organizations that do not meet the above criteria may not utilize the district to distribute printed materials.