

Burlington School District Policy H 7 Procedures

**DISTRIBUTION / POSTING OF MATERIALS**

Individuals or groups wishing to distribute materials must first submit the material to the Superintendent or his/her designee for approval before the proposed distribution. The following disclaimer may be required before material is approved:

*The dissemination of this material is intended to be of community service. Burlington School District does not endorse or sponsor this organization.*

The following guidelines have been approved for distribution of materials:

		<b>Sent Home</b>	<b>Post</b>	<b>Newsletters</b>	<b>PTO (optional)</b>
<b>City Depts (Parks &amp; Recreation, Library)</b>	City based camps, library programs <b>(No disclaimer needed)</b>	X	X	X	X
<b>Partners (Programs - YMCA, Boys &amp; Girls, Sara Holbrook, King Street)</b>	afterschool/out-of-school care, camps that are non-profit and directly connected with our educational program; with the disclaimer	X	X	X	X
<b>Partners (Educational - Flynn Center, Shelburne Farms, Burlington City Arts, Intervale, ECHO)</b>	events, camps that are non-profit and directly connected with our educational program; with the disclaimer	X	X	X	X
<b>Public Service (Health Connect, Comcast lower internet services)</b>	either for profit or non-profit and would contribute significantly to a District instructional program or to the well-being of the general community; with the disclaimer		X	X	X
<b>Colleges (Clinics, camps)</b>	for profit and must have benefit to students and/or families; with the disclaimer		X	X	X

		Sent Home	Post	Newsletters	PTO (optional)
<b>Charitable Fundraisers (YMCA events, etc.)</b>	for profit or non-profit; with the disclaimer		X	X	X
<b>Family Entertainment/ Education Service (Champlain Valley Housing Trust, etc.)</b>	profit or non-profit and only if event would contribute significantly to a District instructional program or to the well-being of the general community; with the disclaimer		X	X	X
<b>Clubs/Leagues/Camps/ Conferences (Girl Scouts, Boy Scouts, Private Sports Leagues, etc.)</b>	for profit or non-profit; with the disclaimer		X	X	
<b>Businesses (FPF, City on Ice, etc.)</b>	for profit must have benefit to students/families/staff; with the disclaimer				X
<b>If material is not within one of the above categories, then the District will not be involved with distribution of materials</b>					

**PLEASE NOTE:**

For flyers approved for distribution to students, the requestor makes copies in packets of 20 and delivers them to the schools upon approval of the Superintendent.

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**FOR STAFF AND STUDENTS:**

Staff and students may post opportunities in shared, public space, but may not use District resources such as email or newsletters to advertise/fundraise for non-District events.