

Cedar Falls Community Schools

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Educating each student to be a lifelong learner and a caring, responsible citizen.

Flyer Distribution Information & Policy

In 2011, the Cedar Falls Community Schools implemented a new 'going green' approach for distributing flyers from the district and its non-profit community members for whom approval is granted (see Board Policy 1001.2). Instead of sending this information home in student's backpacks (with the exception of providing hard copies for homes with no internet access), we are now posting PDFs or links to organizations' websites on our district website. Adobe Reader is required for PDF viewing.

Guidelines are as follows:

All flyers distributed to students or staff must receive approval from the Administration Center. You may e-mail your flyer (in PDF format only) to Janelle Darst at Janelle.darst@cfschools.org, or fax to the number listed above. Please allow ample time for your flyer to be processed. If you have the flyer posted on your own website, you may provide us a link in lieu of a PDF. It will remain for one month maximum or until the event has taken place, whichever occurs first. Flyers will be posted as soon as possible following approval. For students with no home internet access, we suggest you send sets of 12-15 paper copies for each elementary building; these copies can be sent to the Administration Center for distribution to each building, so long as they are separated and marked with each building's name. You may also send 3 sets of 50 copies for each junior high and the senior high school if you are trying to reach those grade levels as well.

Please read and follow the process outlined below for a timely approval and distribution of your informational materials.

1. This information must accompany the electronic flyer or link in your email request:
 - Target group (ages, grade levels, school(s), or employees, etc.)
 - Sponsoring organization
 - Contact phone number (so families receiving hard copies will have contact information)
2. Flyers must be informational in nature, free of any logos from for-profit entities, ads, and religious symbols. Board policy prohibits distribution of flyers from for-profit organizations.
3. No more than two listings per organization will appear at any given time on our website. *PDF files cannot be larger than 25MB; you may need to send them in separate files to meet this restriction.*
4. Any flyer approved for website and/or distribution must include the following statement: **"This is not a Cedar Falls Community School District publication, nor is it in any way endorsed or sponsored by the district. This publication is being provided only to inform you of other available community activities and opportunities."** If you are providing us with a link to your own website, this disclaimer is posted on our website in the area where we post your link.
If you intend to distribute your flyer to more than one school district, you may use this statement: **"This is not a school publication, nor is it in any way endorsed or sponsored by any school district. This publication is being provided only to inform you of other available community activities and opportunities."**