



Building Foundations For Life

ADMINISTRATIVE PROCEDURE FOR THE DISSEMINATION OF PROMOTIONAL LITERATURE **Revised January 2023**

These guidelines are established to enable a restricted distribution of non-instructional information to Millcreek students which supplements and enriches the school's educational or other programs and which promote the goals and objectives of public education as set forth by the Board of Education.

- In general, the following materials shall not be distributed to students: (1) violates federal, state or local laws; (2) is defamatory, obscene, lewd, vulgar or profane; (3) advocates the use or advertises the availability of any substance or materials that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs; (4) incites violence, advocates use of force or threatens serious harm to the school or community; (5) materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; (6) interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or (7) promotes ethnic bias or sexual behavior.
- In general, there is to be no "for profit" advertising whether direct or indirect in its focus. (Ex: "BuyOne Get One Free")
- All requests must adhere to the *Guidelines for the Distribution/Posting of Promotional Literature* and the *Request for Distribution of Promotional Literature Form* **must be filled out at least two weeks prior to the requested date of distribution.** All requests will be reviewed by the Superintendent's Office and must have approval before distribution. The form is available at <https://www.mtsd.org/quick-links/promotional-distribution>
- A copy of your organization's 501(c)3 certificate must be included with your request. MTSD distributes only for local non-profit organizations.
- Material from District-supported organizations (For example: PTA) may be distributed at the building level without promotional distribution approval.



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- School organizations (chorus, band, school-related clothing, Student-run stores, Clubs, etc.) wishing to distribute information outside of their individual school to other Millcreek schools must fill out the flyer form and submit it for approval to the Superintendent.
- Distributions must have prior approval of the Superintendent or designee. No District employee, student, or others outside the school may distribute, or allow to be distributed, non-school materials unless approved in accordance with these guidelines.
- MTSD does not distribute promotion literatures or flyers via email, unless distributed via email newsletter.
- MTSD reserves the right not to distribute materials that compete with our programs.
- Your request must include specific dates/times – please, no TBD or TBA on flyers.
- Approved flyers may be approved for distribution to staff only; to building news pages and newsletters; and/OR District-wide news pages, newsletters or social media.
- Flyers must clearly have a contact email displayed for those wishing for additional information.
- Solicitation for gofundme or similar crowdfunding will be in accordance with Board Policy 702.1.
- Requests for announcements outside of a building's level should be submitted through the promotional distribution request BEFORE asking other buildings to promote.

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