

SCHENECTADY CITY SCHOOL DISTRICT

108 Education Drive
Schenectady, NY 12303-1238

www.schenectady.k12.ny.us



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Tel: 518-370-8100 Fax: 518-370-8173

APPROVAL AND DISTRIBUTION OF FLYERS IN DISTRICT

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. It will be a violation of District policy to ask District school children directly to contribute money or goods for the benefit of a charity during the hours in which District students are compelled to be on school premises. Soliciting of funds from school personnel by persons or organizations representing public or private organizations shall be prohibited.

Neither the families, the resources, the staff, nor the students of the school district shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:

1. Schools may cooperate in furthering the work of any non-profit, community-wide, social service agency, provided that such cooperation does not restrict or impair the educational program of the schools or conflicting with Section 19.6 of the Rules of the Board of Regents;
2. The schools may use films or other educational materials bearing only simple mention of the producing firm;
3. The Superintendent of Schools may, at his/her discretion, announce, or authorize to be announced, any lecture or other community activity of particular educational merit.
4. No materials of a commercial nature shall be distributed through the children in attendance in the Schenectady City School District except as authorized by law or the Commissioner's Regulations.

Flyers may be submitted for consideration to:

Michelle Eden
Superintendent's Office
108 Education Drive
Schenectady, NY 12303
E-mail: edenm@schenectady.k12.ny.us

Flyer Approval and Distribution

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|---|---|--|
| Name of Organization: | | |
| Organization: 501 (c)(3) Tax ID Number (from IRS): # | | |
| Name of Contact Person: | | |
| Contact Number: | E-Mail Address: | |
| Cost of Activity/Event: | Date To Be Delivered: | Office Use Date Flyer/Poster Received: Date Notified: |
| Distribution to <u>Students</u>: Please circle <ul style="list-style-type: none"> • All Schools • Elementary Schools K-5 • Middle Schools 6-8 • High School • A specific school(s) • Post flyer in building as information for students • Post on Website | Distribution to <u>Staff</u>: Please circle <ul style="list-style-type: none"> • Post flyer in building as information for staff • E-mail e-Bulletin to Staff • Post on Website (i.e. there is an area designated on the district website for Staff Updates as well as Community, Events, Benefits and Fundraisers) | |
| If this request is a <i>fundraiser</i> , please have appropriate school building administrator sign below. Signature: | | |
| If this request concerns <i>athletics</i> , please have the appropriate school building principal and athletic director sign. Signatures: Athletic Director: _____ Building Principal: _____ | | |

1. The flyer or poster must be from a non-profit organization and must indicate name, address and phone number of the organization and contact person. Proof of "not for profit status" must accompany flyer request.
2. All flyers must contain the below verbiage on each flyer:
Approval for distribution of these materials does not imply endorsement by the Schenectady City School District.
3. The flyer or poster request must contain age groups or grade levels of students for whom material is intended.
4. If an event is on district property, a facility use form must be completed and approved by the *principal of the school*, where the event will be held, and by the *custodial supervisor* at Mont Pleasant District Offices, Facilities Office, 108 Education Dr.
5. At least a one week turnaround time for approval of posters and flyers is required. Approval for distribution is obtained from the Superintendent of Schools.
6. Flyers and posters, along with their approval form, must be taken to schools by the organization's representative. The sponsoring organization is responsible for preparing its own material for distribution (e.g. classroom count packages).

Date Approved _____

Anibal Soler, Jr.
Superintendent of Schools