

Guidelines for the Distribution of Flyers to Students in the Brookings School District

Every flyer/form/poster distributed through the Brookings School District must be approved by the Superintendent or his or her designee. Approval is contingent upon the inclusion of two items:

1. We believe that every student should have the opportunity to participate regardless of their ability to pay. Therefore, if any cost is associated with the activity described on the flyer, a statement must be included indicating that financial assistance (or a scholarship) is available. The organization is responsible for providing assistance. Example:

Financial assistance is available but must be approved in advance. Please contact our organization with questions.

2. In addition, the following “disclaimer” should be included on flyers/forms/posters that represent functions outside of the Brookings School District. [A small font size is acceptable.]

The Brookings School District neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service.

If you are submitting a request to distribute flyers/forms/posters to multiple buildings, you will need to get approval from the Superintendent’s Office located at 2130 8th Street South, Brookings. If you are submitting a request for only one building, you will get approval from administration at that building.

Once approval is given, the organization/individual will receive a signed “Permission to Distribute” form. The form outlines district enrollment numbers by building and by classroom section at the elementary level. **Organizations that distribute through the elementary schools are required to count and bundle their flyers by teacher before delivering them to each building.** If the organization does not follow this requirement, the flyer will not be distributed.

By presenting the signed “Permission to Distribute” form to the secretary at each building, it allows you to drop off your information without question. **Please allow up to one (1) week for the flyers to be distributed to students once received at the schools.**

The Brookings School District reserves the right to reject or accept any requests of flyer/form/poster distribution based on our vision, mission, goals, and district partners.

PERMISSION TO DISTRIBUTE

Organization/Group/Individual: _____

has been granted permission to distribute their flyer/form/poster.

Approved by: _____ Date: _____

QUANTITIES TO PREPARE FOR DISTRIBUTION BY GRADE LEVEL

	Dakota Prairie	Hillcrest	Medary	Camelot	MMS/BHS	TOTAL
JK	2 - 25	1 - 25	1 - 25	-	-	100
K	5 - 25	4 - 25	4 - 25	-	-	325
1	5 - 25	3 - 25	4 - 25	-	-	300
2	5 - 25	3 - 25	3 - 25	-	-	275
3	4 - 25	4 - 25	3 - 25	-	-	275
MCL			4 - 25			100
4	-	-	-	14 - 25	-	325
5	-	-	-	10 - 30	-	300
6-8	-	-	-	-	50	50
9-12	-	-	-	-	50	50
TOTAL	525	375	475	650	100	2100

PLEASE NOTE: When materials are delivered to the building, please have them divided into classroom sections as indicated above. This will facilitate their quick distribution. ALSO, please provide the building secretary with 5-10 extra copies. Thank you.