



LAKE TAHOE UNIFIED SCHOOL DISTRICT GUIDELINES FOR REQUESTING APPROVAL TO POST OR DISTRIBUTE

The Lake Tahoe Unified School District recognizes the value of distributing materials that are of broad interest to a great number of our students and their parents/guardians. Therefore, we make our distribution network available on that basis. However, the volume of requests and the staff time to handle the material require us to carefully monitor requests. **Please note the following conditions for distribution requests:**

Organizations planning to distribute materials through the Lake Tahoe Unified School District **must** fall under one of the categories listed below. Please check the applicable organization:

- Non-Profit / Not-For-Profit Organization ("Non-Profit" must be printed on the flyer). A **nonprofit organization** (abbreviated "NPO", also "non-profit" or "not-for-profit") is a legally constituted organization whose primary objective is to support or to actively engage in activities of public or private interest without any commercial or monetary profit purposes. NPOs are active in a wide range of areas, including the environment, humanitarian aid, animal protection, education, the arts, social issues, charities, early childhood education, health care, politics, religion, research, sports or other endeavors.
- School Connected Organizations (PTA, SSC, Boosters, Etc.) (Name of group must be printed on the flyer).
- Public Agency serving student programs (e.g. City of SLT Recreation Department, Fire Department, Police Department, El Dorado County Library).

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1. All requests to post or distribute materials must be submitted to the Education Center, 1021 Al Tahoe Boulevard (530) 541-2850, for approval **AT LEAST ONE WEEK** before the distribution date. Schools shall not accept any requests. You may walk in and request approval at the front desk, or you may email the flyer to schandler@ltusd.org to request an electronic stamp of approval by email (see #6 for printing tip).
 2. The Superintendent will not approve commercial materials for distribution (EC 51520). Non-profit organizations may be asked to provide a copy of their IRS Determination Letter which indicates their tax-exempt status under applicable Internal Revenue Code Section(s) if requested. Substitutes are not acceptable.
 3. An approved Facilities Use Application (FUA), along with evidence of insurance, must be obtained for all events or activities on LTUSD property **PRIOR** to submitting a request to post or distribute materials related to the event.
 4. All materials **MUST** be in both English AND Spanish in order to be considered for approval. Materials should be printed back-to-back with English on one side and Spanish on the other side or on a single page with English on the top and Spanish on the bottom.
 5. Flyers for K-5 must go to **ALL** elementary schools, unless the content is specifically related to one school only.
 6. Materials to be distributed or items to be posted must bear the stamp of approval **BEFORE** being copied. Pre-copied materials not bearing the stamp of approval will not be distributed. If you have an electronically stamped .pdf flyer, you must select "Document and Markups" under "Comments & Forms" **BEFORE** you print the flyer, or the stamp will not show up in the printed copies.
 7. All approved materials for elementary schools and middle school will be distributed on **FRIDAYS**. Materials for the high school are posted in the school lobby. All materials must be approved and delivered to the Education Center by **9 AM ON WEDNESDAY** for this to occur. Late materials will go out the following school week. District Office newsletters go out the Friday before each Board Meeting. Should you wish to have your flyer posted on the District website and included in the newsletter, you must email Shannon Chandler at schandler@ltusd.org.
 8. Failure to follow the Guidelines will result in the revocation of all future privileges for approval. Any questions may be addressed to the Superintendent's office at 541-2850 Ext. 1025.

A FLYER MUST:

- Be as simple as possible.
- Be written in both English and Spanish.
- Include all pertinent information (e.g. the name and the type of sponsoring organization).
- Include a phone number, web site, or email address where additional information may be obtained.
- NOT display advertisements for profit organizations or corporate logos.

APPROVAL PROTOCOL:

- Allow no less than one week for approval. Late requests will not be considered.
- Approval is not automatic. Each request is evaluated based on District Policy.
- Requesters will be notified by phone or email when the flyer has been approved.

IF THE REQUEST IS APPROVED:

- All copied and emailed materials must bear the stamp of approval, prior to being copied/emailed.
- Flyers for the “green” schools should be emailed, with the stamp of approval on the face of the flyer, in a .pdf format to the school site secretary for distribution (email addresses below)
- Paper copies are to be copied, counted, bundled, and prepared by the requesting organization per the Distribution Count Sheet below, and delivered to the District Office, 1021 Al Tahoe Blvd.
- Paper copies must be provided in the amount indicated below for the “partially green” schools. Materials will not be emailed to parents if the paper copies are not also received.
- Approved materials are delivered to the schools by the District’s representative.
- The schools assume no responsibility for actually seeing that the materials reach home.
- The schools will not distribute materials that are to be returned to the school.
- No materials will be distributed during the first or the last full week of the school year.

DISTRIBUTION COUNT SHEET

School (Grades)	Approximate Number of Flyers	Number of Bundles
Bijou Community School (K-5) c/o Martha Ubias	50 Email .pdf file to mubias@ltusd.org	This is a “partially green” school. Some flyers will be delivered by email.
Environmental Science Magnet School (K-5) c/o Monique Truszewski	e-mail .pdf file to mtruszewski@ltusd.org	This is a “green” school. No paper flyers are distributed. All flyers are delivered by email.
Sierra House Elementary School (K-5) c/o Tori Polly	e-mail .pdf file to tpolly@ltusd.org	This is a “green” school. No paper flyers are distributed. All flyers are delivered by email.
Tahoe Valley Elementary School (TK-5) c/o Stephanie Spees	50 Email .pdf file to sspees@ltusd.org	This is a “partially green” school. Most flyers will be delivered by email
South Tahoe Middle School (6-8) c/o Ryan Wallace	50 Email .pdf file to rwallace@ltusd.org	This is a “partially green” school. Most flyers will be delivered by email
South Tahoe High School (9-12) Transitional Learning Center (9-12) c/o Jennifer Truscott	5 - Materials may be posted on the information board in the school lobby. Email .pdf to jtruscott@ltusd.org	
Mt. Tallac Continuation School (9-12) c/o Mercy Marty	7 - Materials may be posted in the classrooms Email .pdf to mmarty@ltusd.org	
Al Tahoe Preschool (0-5) / ILA (K-12) c/o Marimar Perez @ LTUSD Ed. Center	5 - Materials may be posted on the information board in the school lobby. Please deliver to Education Center w/copies	
Education Center – District Newsletter	Email .pdf file to schandler@ltusd.org	