



LAKE TAHOE UNIFIED SCHOOL DISTRICT GUIDELINES FOR REQUESTING APPROVAL TO POST OR DISTRIBUTE (2011/2012)

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 Affiliated Community Group (PTA, PTO, SSC, 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).

-
1. All requests to post or distribute materials must be submitted to the Education Center, 1021 Al Tahoe Boulevard, for approval. Schools shall not accept any requests.
 2. The Superintendent will not approve commercial materials for distribution. Non-profit organizations should 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. All materials **MUST** be in both English AND Spanish in order to be considered for approval.
 4. Flyers for K-5 must go to **ALL** elementary schools, unless the content is specifically related to one school only.
 5. Materials to be distributed or items to be posted will bear the stamp of approval **BEFORE** being copied. Pre-copied materials not bearing the stamp of approval will not be distributed.
 6. The materials may then be brought to the Education Center for distribution when approved and copied. It is recommended that materials be printed back-to-back with English on one side and Spanish on the other side. Flyers for LTESMS may be emailed in a .pdf format to info@ltusd.org for distribution.
 7. All approved community flyers and materials will be distributed and sent home with students on **FRIDAYS**. Material must be at the District Office by **9 am on Wednesday** for this to occur.
 8. Any questions may be addressed to the Superintendent's office at 541-2850 Ext. 225.

A FLYER MUST:

- Be as simple as possible
- Be legible
- 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.
- Approval is not automatic. Each request is evaluated based on District Policy.
- You will be notified within 24 hours of our decision to approve or decline.
- If you would prefer notification by phone, fax, or email rather than returning to the Education Center, please be sure to indicate that on the application.

IF THE REQUEST IS APPROVED:

- Materials are to be counted in packets and prepared by the requesting organization per the Distribution Count Sheet (listed below) which provides the number of packets necessary for each school and grade level.
- Bundled and 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 week of the school year.
- Materials related to fund-raising must meet the requirements as stated in the Board Policy.

Materials for elementary schools must be packaged in bundled and marked with the school name by the organization requesting distribution. If materials are not back-to-back (English/Spanish) or only specific grade levels are requested, please call Angie Keil at 541-2850 X225 for a breakdown.

DISTRIBUTION COUNT SHEET

School	Approximate Number of Flyers	Number of Bundles of 20 (K-3rd Grade)	Number of other Bundles
Bijou Community School	520	18 x 21	6 x 23 1 x 5
Environmental Science Magnet School	e-mail .pdf file to info@ltusd.org	This is a “green” school. No paper fliers are distributed. All flyers are delivered by email.	
Sierra House Elementary School	500	14 x 24	5 x 32 1 x 10
Tahoe Valley Elementary School	510	12 x 22	7 x 32 2 x 10
South Tahoe Middle School	820		
South Tahoe High School	1115		
Transitional Learning Center	90		
Mt. Tallac Continuation School	85		
Al Tahoe Preschool	25		
Independent Learning Academy	30		