

**LAKE TAHOE UNIFIED SCHOOL DISTRICT
GUIDELINES FOR REQUESTING
APPROVAL TO POST OR DISTRIBUTE
(2008/2009)**

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, SAC, SCC, Etc.)

- 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, 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 Internal Revenue Code Section 501(c) if requested.
3. All materials **MUST** be in both English AND Spanish in order to be considered for approval.
4. If the material is approved for posting or distribution, the materials may then be brought to the Education Center for distribution. It is recommended that materials be printed back-to-back with English on one side and Spanish on the other side.
5. A copy of the material to be distributed or the item to be posted will bear the stamp of approval **BEFORE** being copied and sent to schools.
6. All approved community fliers 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.
7. 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 organization).
- Include a phone number where additional information may be obtained.
- NOT display advertisements for profit organizations.

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 and prepared by the agency in packets 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 find-raising must meet the requirements as stated in the Board Policy.

Materials for elementary schools must be packaged in bundles of 20 or 35 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	Number of Fliers	Number of Bundles of 20 (K-3rd Grade)	Number of other Bundles
Bijou Community School	550	20	6 x 25
Environmental Science Magnet School	380	13	5 x 30 1 x 7
Sierra House Elementary School	472	15	3 x 30 3 x 25 1 x 7
Tahoe Valley Elementary School	464	15	4 x 32 3 x 12
South Tahoe Middle School	950		
South Tahoe High School	1300		
Transitional Learning Center	45		
Mt. Tallac Continuation School	95		
Al Tahoe Preschool	25		
Independent Learning Academy	60		