

LEANDER INDEPENDENT SCHOOL DISTRICT
Approval Guidelines for Flyer Distribution (Updated 9/2016)

General guidelines for flyer approval are as follows:

- All flyers to be posted through the Peachjar system are approved through the School and Community Relations (SCR) office.
- All flyers must be submitted in a PDF format. All other formats will not be accepted.
- Submission of flyers in both English AND Spanish are highly encouraged.
- Flyers must be from non-profit, non-commercial community organizations or approved internal LISD schools, clubs and/or organizations.
- External non-profit community organizations should submit their flyers for consideration through the Peachjar website and may incur a fee for distribution. (Follow the instructions on the Peachjar site under the Community Orgs tab.)
- Flyer content must not advocate a religious or a political viewpoint.
- In granting approval, the Superintendent or designee shall reject any flyers or materials that are reasonably foreseeable to be disruptive, libelous, obscene, inflammatory, sexually or otherwise inappropriate for the age of the audience, that are inconsistent with the Ten Ethical Principles, that advertise alcohol or tobacco products, or that endorse actions endangering the health or safety of students and/or staff.
- Events charging a fee for participation are discouraged. Exceptions to this are events, classes or camps being sponsored by an agency with which the district has a partnership. Sample agencies include, but are not limited to: City of Cedar Park, City of Leander, Chamber of Commerce, City Parks & Recreation, Boy Scouts of America and Girl Scouts of America.
- Curriculum-based events such as essay contests, poster contests, “thons,” Earth Day, Arbor Day, etc. need a commitment from a school that they intend to participate. After participation in such events is established, flyers must be approved through SCR through submission to communityflyers@leanderisd.org.
- All for-profit vendors will be denied approval for district-wide distribution of their products/services.
- District/school fundraising activities need a commitment from a sponsoring school’s PTA, Booster Club or campus administrator. Flyers must CLEARLY STATE that the fundraising activity has been approved by LISD and is being offered through the specific sponsor. (Ex: This Spirit Night Fundraiser with My Favorite Restaurant is being offered by Deer Creek PTA and has been approved through LISD.)
- Advertisements for fee-based services, such as private tutoring, music lessons, etc. are prohibited. Fee-based, private sports/arts/academic camps will be considered on a case-by-case basis.
- All flyers submitted for consideration by a community non-profit organization should include a non-profit disclaimer somewhere on the flyer.
- Non-profit community organizations that submit flyers for consideration via the Peachjar website must keep a current IRS Determination Letter on their Peachjar account for additional reference.
- **Flyer approval does not constitute endorsement.** Approval simply means the material has been reviewed and meets the guidelines for district-wide electronic distribution. LISD administration reserves the right to rescind approval to any organization or person if a complaint is received or the organization or person is found to be in violation of instructions.
- Since public school policies are subject to change due to legislative action and other outside influences, LISD reserves the right to terminate any flyer postings that conflict with district policy or legislation.

For additional information on Board Policies that apply to materials distributed through this service, refer to the following online documents:

[Policy Code: GKDA – NONSCHOOL USE OF SCHOOL FACILITIES: Distribution of Non-school Literature](#)

[Policy Code: GKB – COMMUNITY RELATIONS: Advertising and Fundraising in the Schools](#)

[Policy Code: GKD – COMMUNITY RELATIONS: Advertising and Fundraising in the Schools](#)