

**ANCHORAGE SCHOOL DISTRICT**  
**Flyer Approval Request for Community Activities and Events**

Date: \_\_\_\_\_

Organization or Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Responsible Party: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**A COPY OF THE POSTER OR FLYER MUST ACCOMPANY THIS REQUEST FOR REVIEW.**  
All copies of material to be posted and / or distributed must contain a disclaimer on the front page stating: ***"The Anchorage School District does not endorse these materials or the viewpoints expressed in them."***

Nature of request: Please include all pertinent information and reason for wanting to contact the students at school. Indicate if information is to go to all schools, only schools you list, or check the level(s) you prefer:

Elementary       Secondary (Middle & High Schools)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST PROFIT MAKING OR COMMERCIAL AFFILIATES (indicate if affiliates are co-sponsors, donators of prizes, certificates, scholarships, or any other component of involvement with the activity.)

\_\_\_\_\_  
\_\_\_\_\_

This form and accompanying poster or flyer must be received by the administration within **five** working days of the date you wish the information to be distributed or posted in the schools.

APPROVED  
**\*TO POST**

\_\_\_\_\_  
Date      \_\_\_\_\_  
ASD Communications and Community Outreach

**\*"To Post" allows singular poster display and any additional information available for pick up from a public or common area as determined by the school principal.**

**E-Mail requestforflyerapproval@asdk12.org, or Return in person.**

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GUIDELINES – COMMUNITY ACTIVITIES

### **Promotion and Advertising**

The District does not to permit any advertising, function, or activity which has a motive of profit to a private individual, firm, or corporation unless specifically approved by the Superintendent or designee. Flyers to be posted **should not include monetary amounts of fees, tuition, or prizes.** Advertising placed on vending machines, athletic fields, yearbooks, newspapers, and other places in the District must have the approval of the principal after discussion with the Superintendent or designee.

### **Contests, Activities and Awarding of Prizes**

Contests and activities involving participation by students or the granting of awards or prizes to students which are sponsored by outside agencies shall not be announced or permitted in schools unless approved by the Superintendent or his/her designee. Such activities must be judged to have **significant educational value** for the participants before permission may be granted.

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Community organizations may place student information in the schools consistent with the following guidelines. These guidelines are in place to ensure that the learning environment is not hindered and that the safety of students and staff is not endangered. The information displayed and / or distributed must concern youth-oriented, community events and activities that may be of interest to students and their families.

The District will not permit display or distribution of material that:

1. materially and substantially disrupts the school;
2. contains vulgarity, lewd or obscene information;
3. depicts or promotes drugs, alcohol, tobacco, weapons or illegal activities;
4. is harmful to students; or
5. denies equal participation to students and their families.

**All copies of materials to be posted and/or distributed must contain a disclaimer on the front pages stating: "The Anchorage School District does not endorse these materials or the viewpoints expressed in them."**

It is the responsibility of the community organization to present the material to the offices of Communications and Community Outreach for review and approval within five working days of the date the information is to be distributed or posted in schools. Your request for approval will not be reviewed if your flyer does not comply with the requirements mentioned above

Each school has a designated location for display of approved community activity information. Information may be distributed at this location ONLY. You should contact the relevant school(s) to determine how materials should be packaged so that interested students may take home a copy of your information. It is the **RESPONSIBILITY OF THE COMMUNITY ORGANIZATION TO DISTRIBUTE THE MATERIALS TO THE SCHOOLS, IN THE MANNER DESIGNATED BY THE SCHOOL, clearly marked for the intended school, with a copy of the approval form.**

Written approval will be provided to the community organization involved in the distribution request. Community information will not be posted or distributed to schools without a copy of the written approval that the principal has received. **The principal has the final approval** and shall determine the method or distribution of approved items to the school.