

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.
The front page of all materials submitted for consideration to be posted and/or distributed must include a disclaimer stating:

“The Anchorage School District does not endorse this program/these materials or the viewpoints expressed therein.”

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

Elementary Secondary (Middle & High Schools)

LIST PROFIT MAKING OR COMMERCIAL AFFILIATES (indicate if affiliates are co-sponsors, donors 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 for information to be distributed or posted in the schools.

APPROVED
*TO POST

Date

ASD Communications, Publication Services, and External Affairs

*“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

ANCHORAGE SCHOOL DISTRICT
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GUIDELINES – COMMUNITY ACTIVITIES

Promotion and Advertising

The District does not 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 may 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.

Upon approval, 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.

The front page of all copies of materials to be posted and/or distributed **must contain** a disclaimer stating:

**“The Anchorage School District does not endorse this program/these materials
or the viewpoints expressed therein.”**

It is the responsibility of the community organization to present material to the office of Communications & External Affairs for review and approval within five working days of the date the information is desired to be distributed or posted in schools. Requests for approval will not be reviewed if materials do not comply with the requirements noted herein.

Each school has a designated location for display of approved community activity information. Information may be distributed at this location ONLY. Requestors must contact the relevant school(s) to determine how materials should be packaged so that interested students may retrieve information. It is the responsibility of the requesting organization to distribute the materials to schools in the manner designated. District email may not be used as a method of distribution.

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. **Principals have the final approval** and shall determine the method or distribution of approved items in their schools.