



## Internal Flyer Distribution Guidelines and Requirements for Internal Groups

Groups inside the district – those working alongside school district employees and directly serving students – may use an alternative process for flyer distribution. The following are some general guidelines for flyers submitted by school and school-connected groups (PTA/PTO/PTSA, Boosters, Clubs, ASB, etc.).

- Be sure the name of the school group or school-related group is clearly and prominently displayed on the flyer (i.e. East Valley High School Booster Club, Trent Elementary PTO, etc.)
- Indemnification language (district disclaimer) does **not** need to be added to a flyer when a school or school-connected group is hosting or sponsoring the event.
- If a school group is partnering with a for-profit organization for an event, make sure the for-profit names and logos are not the focal point of the flyer. *It should be clear that the flyer is from the school group, **not** a for-profit organization.* This is especially relevant for the “dine out” or “movie night” flyers. Please add language such as “Otis Orchards PTO invites you to join them at Panda Express for a fundraiser” or “East Valley Booster Club is partnering with Wagstaff to raise funds”.
- To request a free uploader account please email [westermans@evsd](mailto:westermans@evsd) with the following information:
  - First and last name
  - Phone number
  - Your group (PTO, Booster, Club, etc.)
  - Your school (Trent, EVHS, East Farms, etc.)