



<u>Office Use Only:</u>	
Date Flyer Approved:	_____
Date Flyer Sent/Schools:	_____
Date Posted:	_____

Request for Flyer Distribution Lakeville Area Schools

Guidelines:

The Community Education Department may authorize the distribution of a flyer to District 194 students if the group and flyer meet the following criteria:

- The sponsoring group is a local, non-profit organization
- The flyer is directed toward appropriate grade levels
- The flyer does not promote a program which is in competition with a school-sponsored program
- The flyer meets applicable district policies

This service is a privilege – not a guarantee – the District will do the best it can to facilitate this service.

If the flyer is available in electronic form, it will be posted on the district website

In the future, the district may go entirely paperless and may only post on the website.

Process:

1. Submit your request 2-3 weeks in advance by email to Lisa Wright: lisa.wright@isd194.org
2. Once it is approved, if requested, the group will be given the numbers of flyers to print per elementary.
3. It must be clear on each flyer who the sponsoring group is and it must contain a contact phone number
4. Please put on the bottom of every flyer: *This flyer is not printed by District 194, nor is the event, activity, program or service sponsored or endorsed by District 194.*
5. Label each school "bundle" with school name. Securely wrap each bundle with paper or place flyers in envelopes or boxes. Deliver your bundles of flyers to the Community Education Department, 17685 Juniper Path, Suite 200, Lakeville.

If you would like to send a small supply to the secondary buildings, 25-30 is usually sufficient. An announcement will be made to the student body and copies will be retained in the school office.

Flyers will be posted electronically on the school district website weekly.

For more information, contact Community Education at 952-232-2152.

To be filled out by the person submitting the flyer: All information is required.

Group Name _____ (May be asked for proof of nonprofit status)

Individual submitting Flyer _____

Contact phone number _____

Contact Email _____

Flyer is for (check one) ___ All Students ___ Girls only ___ Boys only

Flyer is for Grade Levels _____

Schools you would like flyer distributed to (Place X after school initials):

CVE ___ CHE ___ EVE ___ JFK ___ LME ___ LVE ___ OHE ___ IA/OLE ___ All Elementary Schools ___

Week you would like flyer distributed: _____

Event held at ISD194 facility: yes ___ no ___

Facility has been requested: yes ___ no ___ n/a ___

If posted on website—Name of flyer _____

Brief description of content of flyer _____
