



Flyer Approval & Distribution Procedures

Central Valley School District receives many requests from local organizations to distribute flyers and other materials in our schools. We review requests from community-based, non-profit organizations on a weekly basis, according to district policy #4060.

If approved, the flyer will be placed on an information table in the lobby of our schools for parents, students and visitors to pick up. We do not send approved flyers home with students or email them to families or staff. Approved flyers intended for school staff are placed in the staff lounge.

For the purpose of this document, the word “flyer” includes, but is not limited to: poster, pamphlet, brochure, booklet or catalog.

Criteria for Review

To be considered for placement on school information tables, flyers submitted for review must meet the following criteria:

- Offered by a community-based, non-profit organization or a community-oriented activity or event offered by students, parents or staff of Central Valley schools
- Serves or appeals to the majority of Central Valley youth
- Contains non-curricular information with social, recreational or educational value for students and/or families
- Commercial advertising is not acceptable

What to Submit

- Completed *Request for Flyer Distribution in Schools Form*
- Final version of your flyer - no drafts

How to Submit: 3 Ways

1. Drop off at Learning & Teaching Support Center reception desk – 19307 E. Cataldo Ave., Spokane Valley
2. Fax to Communications Office at (509) 558-5439
3. Mail completed form and original flyer to:
Central Valley School District, Communications Office
19307 E. Cataldo Ave., Spokane Valley, WA 99016

When to Submit

- The deadline for submitting a flyer and completed form for review is 12:00 noon on Thursday. Flyer distribution requests are collected and reviewed once a week.
- You will receive notice of approval/decline during the week following the Thursday deadline.
- Flyer distribution requests are reviewed only during the school year, not during the summer, holidays, or other non-school days.

Other Information

- The Communications Office sends notice to our schools of all flyers approved and declined for distribution.
- The organization approved for flyer distribution will provide copies of flyer for school information tables. Flyers should be packaged into bundles (up to 50 per school).
- Pre-packaged flyers may be delivered directly to each school (list of schools posted on www.cvsd.org) or to the district office for distribution through internal courier. District office hours are 7:30 – 4:30 weekdays.
- If delivering flyers to the district office for distribution through internal courier, the organization providing the flyers will be responsible for putting them in the school mailboxes.
- According to district policy #4060, approved flyers are not sent home with students but are placed on school information tables located in the lobby of each school. Students, parents and visitors may pick up information of interest to them from these school information tables.

Questions?

Marla Nunberg, Communications Director: (509) 558-5405 or mnunberg@cvsd.org

Connie Busch, Communications Secretary: (509) 558-5532 or cbusch@cvsd.org