

Port Huron Schools
Request to Distribute Information
Students / Staff / Community

Port Huron Schools will cooperate in publicizing community service, special events, and other activities of interest to our students and their parents without impacting the learning environment. Information should be related to and relevant for people who reside within the Port Huron Area School District boundaries. Based upon the volume of material that the District would like parents to read carefully, the following guidelines are in place. Organization representatives should complete top portion of this form and mail/email with copy of flyer/poster/file to be distributed to the Department of Operations and Innovation, Port Huron Area School District, 2720 Riverside Drive, Port Huron, MI 48060, Email: pcostales@phasd.us

Today's Date: _____

Organization: _____

For Profit Non Profit 501(c)(3) exemption may be requested

Contact Person: _____

Address: _____

Phone(s): _____

Email: _____

Content of material to be distributed: _____

Means of Distribution (may choose multiple):

- Peachjar** (*digital flyer - PDF only*) Port Huron Schools disclaimer must be included on flyer submit through your [Peachjar](#) account (possible fee) **profit & nonprofit**
- Social Media** (*digital flyer - PDF, JPEG, etc.*) submit to social.media@phasd.us **profit & nonprofit**
- Post Flyer in Buildings** Limited number in staff room/office only (possible fee) **profit & nonprofit**
- Port Huron Schools TV** Comcast Channel 6 (*Powerpoint Slide - min font of 36*) submit to phschoolstv@phasd.us **nonprofit only**
- Paper Flyer** Port Huron Schools disclaimer must be included on flyer, District/Schools will not make copies, a copy of this approved distribution form must accompany with flyers **nonprofit only**

Fee, if any, involved in this activity: _____

What group(s), school(s) or grade level(s) are you requesting to distribute this material?

Intended date of distribution: _____

Intended discontinuation date for PHSchools TV _____

Signature: _____ Date _____

DISTRICT DETERMINATION

- Request Approved Request Not Approved Request Modified
- Disclaimer Posted Fee Required - \$ _____

Signed by: _____ Date _____

Modification(s): _____

Port Huron Schools

Distribution of Materials

Materials distributed to students and their parents/guardians must have social, recreational or educational value to the students. The dissemination of such materials is solely to provide parents with information on activities outside the school district that may be of interest to their children. It does not reflect the district's endorsement or sponsorship of the activity. Port Huron Schools supports four methods for dissemination:

- An environmentally friendly online-only materials distribution process (non)profit organizations that reduces waste, saves district staff time and eliminates paper costs for organizations (Peachjar)
- Port Huron Schools Online (social media)
- Port Huron Schools TV (Comcast Channel 6)
- Paper flyers sent home with students (nonprofit only)

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Superintendent.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies.
- E. No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing. Only non-secular promotions and programs will be considered.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. Advertising will not be permitted on the inside of school buses.
- N. The Superintendent or designee is responsible for screening all advertising.
- O. The Superintendent or designee may require that samples of advertising be made available for inspection.
- P. The inclusion of advertisements in School District publications, in School District facilities, or on school district property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

To ensure approval your submission must have the Port Huron Schools disclaimer included.

Port Huron Schools does not sponsor this event/activity/offer and the district assumes no responsibility for it. In consideration for the privilege to distribute these materials, the Port Huron Area School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.

If approved for distribution/posting, the requesting organization agrees to:

1. Provide and deliver all necessary copies of the flyers/poster to the schools. Flyers for classroom distribution must be organized in sets of thirty (30), grouped and labeled for each school. Otherwise, sets should be organized for each school to be made available in the office.
The District/Schools will not make copies.
2. Include a copy of this approved distribution form with the materials to be distributed.
Schools will NOT distribute materials without an approved distribution form.

Requirements:

1) All paper flyers and materials will be distributed on Fridays. There are no exceptions to the following requirements:

- All flyers are to be submitted for approval at least one week in advance of distribution date requested.
- All flyers are to be submitted to the Executive Director of Operations and Innovation either via pcostales@phasd.us or delivered to 2720 Riverside Drive, Port Huron, Attention: Pam Costales.
- All organizations seeking approval to distribute materials must be non-profit organizations, and the materials must announce or publicize activities or events that are of interest to the District's elementary age students and their parents.
- Images on the flyers must be appropriate for elementary age students.
- All flyers contain the district disclaimer on them.

2) All digital media with request to be posted on PHSchools TV (Comcast Channel 6) or Online (social media), must be submitted as follows:

- For PHSchools Online (social media), please email as a digital file (PDF, JPEG, PNG, etc.) to social.media@phasd.us
- For posting on PHSchools TV (Comcast Channel 6), please email a Powerpoint slide with minimum 36 size font to phschoolstv@phasd.us
- The approved distribution form must also be attached when submitted for posting.

3) For all Peachjar digital flyer submissions, please submit files via your organization's Peachjar account with Port Huron Schools. Contact social.media@phasd.us for direction on how to create an account with Peachjar.

If you have any questions, please call (810) 984-3101 ext. 4020.