



# San Lorenzo Valley Unified School District

*Working Together To Make Certain ALL Students Learn*

## FLYER APPROVAL FORM

**PLEASE ALLOW ONE WEEK FOR FLYER APPROVAL PROCESS**

### Criteria & Eligibility for Flyers

1. Group or organization **must be non-profit**.
2. Scholarships **must** be available. (If appropriate to announcement)
3. Group **must be school related** whose objective and functions are within the purposes of public education, i.e., public recreation programs, Girl Scouts, Boy Scouts, 4-H, Little League, etc.
4. Flyers **must be approved** by the Superintendent's Office **prior to distribution**.
5. The flyer **must include a Spanish translation** for our Spanish speaking parents.

Name: \_\_\_\_\_

Contact Preference: Telephone: \_\_\_\_\_ or Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Description of Organization: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Is this a Non-Profit Organization?  Yes  No

If you answered yes to the question above – Our Non-Profit Number is: \_\_\_\_\_

Are scholarships available?  Yes  No

IF APPROVED, this flyer request is for the following:

Posting only  Insertion into the School Electronic-Newsletter  Other

Requested schools:  BCE  SLVE  SLVMS  SLVHS  SLVUSD Charter

### **Flyer Approval Request Instructions:**

1. Individuals or organizations may:
  - a. Hand deliver a hard copy to the Superintendent's Office (with Flyer Approval Form completed)
  - b. Fax a copy to 831-336-9531 – Attention: Vickie (with Flyer Approval Form completed)
  - c. Email (*preferred*) a copy to [vbergquist@slvUSD.org](mailto:vbergquist@slvUSD.org) (with Flyer Approval Form completed)
2. After flyer review, you will be notified of the decision by either email or phone.
3. The Superintendent's Office will notify the school site(s) to inform them of the approval.
4. In an effort to reduce paper, the District prefers posting or insertion into school electronic newsletters.
5. If you are requesting language to be submitted into the school electronic newsletter, it is your responsibility to email the language that has been requested to [vbergquist@slvUSD.org](mailto:vbergquist@slvUSD.org)

### **FOR OFFICE USE ONLY**

Date Flyer Submitted: \_\_\_\_\_ Flyer Approved:  Yes  No

For:  Posting only  Insertion into the School E-Newsletter  Other

Signature of Superintendent or Designee: \_\_\_\_\_

February 2, 2012