

PROCEDURAL GUIDELINES

As permitted by Board of Education Policy #1511, information concerning activities, events, program, and other opportunities of interest to children, their families, and/or staff in the district community may be distributed to students in district schools, provided that the activity, event, program, or opportunity is conducted or sponsored by an agency of federal, state, or local government, or by a not-for-profit corporation, or by an unincorporated association not organized or operating for commercial gain.

The Superintendent of Schools or his/her designee must approve any distribution of material in accordance with Policy #1511. A request for approval to distribute materials must be submitted at least one (1) week in advance of the proposed distribution date and must include a copy of the flyer, brochure, or other document to be distributed, together with information concerning the agency or organization making the request (the attached form is to be used to provide this information). The documents must clearly include a disclaimer (example – *“Cobleskill-Richmondville Central School has been asked to distribute this flyer in an effort to make the community aware of this event. The District is not promoting or sponsoring this activity.”*) In the discretion of the Superintendent of Schools, submission of this form may be waived for an agency or organization which has previously been approved, in accordance with these guidelines, to distribute information to district students.

Upon approval, the agency or organization must provide the district at least three (3) days in advance of the proposed distribution date sufficient copies of the flyer, brochure, or other document, collated in amounts as directed by building administrator(s), and in accordance with instructions from the Superintendent’s office.