



BRANDYWINE SCHOOL DISTRICT

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brandywineschools.org

LINCOLN HOHLER
Superintendent

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President, Board of Education

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GUIDELINES FOR DISTRIBUTING AND POSTING MATERIALS IN THE BRANDYWINE SCHOOL DISTRICT

Distribution and/or posting of literature, flyers, brochures, posters, signs, announcements, coupons, and/or advertisements (collectively, "Communications") by non-Brandywine School District groups or organizations must be approved by the Superintendent or his/her designee. If the Communication is approved by the Superintendent or his/her designee, the building principal(s) have the discretion to determine if, when, and where such Communication will be distributed or posted in his/her school.

Only non-profit organizations and groups will be considered for approval for the distribution of materials. Groups may be requested to submit documentation verifying non-profit status.

In order to be approved for distribution and/or posting, the activity promoted by the Communication must provide a valuable service or benefit to the students or school community, such as before- or after-school care, educational opportunities, and/or the promotion of health and fitness, cultural arts, and academics consistent with the mission and curriculum of the Brandywine School District. The sponsoring group must present the Communication to the Office of the Superintendent for approval prior to contacting the individual principal(s). Approved materials must be copied by the sponsoring group or organization and delivered to the schools. Upon approval of materials, the Superintendent or his/her designee will provide the organization or group specific distribution protocols for each of the schools. The Brandywine School District will not be responsible for making copies, delivering copies, or emailing materials on behalf of any outside agencies.

Effective August 6, 2012, the following language must appear on the Communication in order for it to be approved for distribution:

These materials are neither sponsored nor endorsed by the Brandywine School District. The Brandywine School District has neither reviewed nor approved the program, personnel, activities, or organizations announced in this flyer. Permission to distribute this flyer should not be considered a recommendation or endorsement of the program by the school district. The Brandywine School District shall be held harmless from any cause of action or claim filed arising out of the distribution of these materials, including all costs, attorney's fees, and judgments or awards.

Organizations that operate strictly for profit will not be permitted to distribute materials to students or staff. Should such an activity be considered a valuable service or benefit to the students or school community, permission may be granted by a school principal to post the communication in the school.

Any questions related to these procedures should be directed to the District's Public Information Officer.