

Guidelines for the Distribution of Materials Via District 62 Virtual Bulletin Board

Overview

Community Consolidated School District 62 is approached by many organizations requesting approval to distribute their materials in our schools. School District 62 seeks to cooperate with the organizations that promote growth, development, knowledge and understanding in our community.

On behalf of the Superintendent, the Community Relations Department handles requests and approvals for distribution of materials. The following criteria are used:

Organizations must have 501C3 Non-Profit Status for consideration. The following materials are not distributed:

- Corporate promotion.
- For-profit advertising.
- Postings by organizations that have policies or promote activities that are inconsistent with the mission and/or policies of District 62.
- Political materials, endorsements, walkouts, demonstration notices, etc.

The following organizations are pre-approved for material distribution:

- The Des Plaines Park District
- Civic groups such as Rotary, Kiwanis, and the Chamber of Commerce
- VFW and American Legions
- Des Plaines History Center
- Boy Scouts
- Girl Scouts
- Des Plaines Public Library
- Lattof YMCA
- Maine-Niles Association of Special Recreation
- Maine Township District 207
- District 62 Parent Organizations
- District 62 Education Foundation

Distribution of materials

- ❑ Organizations not listed above must submit a DISTRICT-WIDE DISTRIBUTION REQUEST and a PDF of the flyer/poster to bovaj@d62.org.
- ❑ All organizations must email a pdf of the flyer to bovaj@d62.org.
- ❑ Organizations should limit postings to one per month, with a two-month limit for any one item. Approved postings will be updated on a bi-weekly basis.
- ❑ Staff Distribution – Approved materials will be distributed to district staff, according to these procedures:
 - Materials must meet the requirements.

- Information will also be published in *Inside 62*, the staff newsletter. The deadline for submitting is the first Tuesday of each month, September-June.

Posting Materials in District Buildings

- Upon District approval, and at the discretion of each building administrator, a limited number of materials may be posted in the main office and/or posted as appropriate.
- Materials that meet the requirements may be posted in district buildings.
- Approved posters will be limited to five at the early childhood/elementary level, and ten at the middle school level, delivered to the school office by the group making the request. Organizations must show proof of approval.
- The building administrator will determine the removal of the approved posters.

Community Consolidated School District 62 schools will not photocopy materials for distribution or distribute to individual classrooms/students.

The approval process may take up to 5 business days. Please contact Jennifer Tempest Bova at 847-824-8070 or bovaj@d62.org, if approval notification is not received within 5 business days.

Revised-1/17/17