

Guidelines for Distribution of Flyers at One or More Schools

Flyers that are approved for distribution must contribute to the education, health, welfare or safety of students and their families and is consistent with the educational mission of the San Bruno Park School District, including a commitment to public education.

For-Profit Businesses. Requests coming from for-profit companies generally are declined unless the organization is a formal school or system business partner. However, see below for information regarding tutorial programs.

Non-Profit Organizations. Activities sponsored by non-profit entities that benefit children usually are accepted. These include items such as children's plays sponsored by non-profit arts alliances, charitable fundraisers where the proceeds go toward youth programs and athletic events such as Little League registration and YMCA programs. Previously organizations were tasked with providing enough copies of materials to be distributed. With Peachjar, organizations may now upload information and submit it to begin the approval process.

Government Agencies. The school system encourages collaboration with other government entities. Approval is almost always granted for publications promoting government-sponsored parks and recreation programs, arts councils, etc. It is the organization's responsibility to access Peachjar to upload copies of the material to be distributed.

Campaign Materials. Materials advocating a particular political candidate or election campaign issue may not be distributed through students nor should they be allowed for distribution inside a school in public or staff areas.

Camps, After-School and Tutorial Programs Not Affiliated with the School System. These organizations may now upload materials to Peachjar to begin the approval process for distribution to parents via email or school websites. Schools may continue to have a centralized spot in the building where parents can see this and other similar information. If your program is similar to a program already provided by the District or one of its partners, it will generally be declined. **If you are a fee for service camp, sports league or after school program, information on discounted rates or scholarships available for low-income families must be available on your flyer.**

Fee Structure

[Please click here for Peachjar's fee structure.](#) Peachjar does have a fee waiver program for some agencies. Free posting is not determined by organizational type such as being a for profit versus non-profit. It is determined by events or programs type, specifically those that have no charge. You submit a request for free posting to Peachjar by calling 858-997-2117 ext. 130 or emailing Allison directly: allisonbennett@peachjar.com. Allison will need some information to determine if the flyer qualifies. If it qualifies, Allison will add the credits to your account so you can upload. Once uploaded, the flyer still goes to the district for the approval/denial process.

Flyers Being Requested for District-wide Distribution

The District Office follows the above guidelines when determining whether information should be distributed District-wide.

Process for Requesting District-wide Distribution

- The organization/company submits a request through Peachjar.
- The organization/company contact person will receive an email from Peachjar via the District Office of their decision.
- If approved, the publication is forwarded as requested.

Approval of the material for distribution does not indicate that San Bruno Park Schools endorses the service or program.

- In addition, the District Office does not review proposals for after-school programs or curriculum-related programs such as character education proposals, motivational speakers, cultural arts performances, etc., that are to be held during the school day. These are reviewed by the Educational Services Department.

The San Bruno Park School District reserves the right to deny the approval of any flyer, which in the opinion of the Superintendent does not meet the above criteria. The District Coordinator also reserves the right to use her discretion to deny any flyer that may not support the goals or mission of SBPSD.