

Rocklin Unified School District

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Guidelines to Distribute Flyers and Non-school Information to Students

We greatly appreciate all the organizations and individuals who provide valuable information and opportunities to Rocklin students. Since our students are minors, Rocklin Unified School District protects them from commercial solicitations during school hours. The organization or individuals that would like to distribute or place their literature in any of the Rocklin Unified School District's schools must fall under the following categories:

- Non-profit organizations
- Parent Teacher Associations/organizations or school booster clubs
- Licensed day care providers
- High education institutions (only if materials relate to educational opportunities for school-age students)
- Business that directly enhances or supports the school's educational program
- Government agency (such as a park and recreation district)
- Supplemental education service (SES) provider authorized by the Department of Education and the District's Office (information from private schools, charter school or for-profit organizations other than SES will not be distributed)

Note: *Fund-raising activities will be approved only if they are school-sponsored.*

Submission Process

All requests must include a PDF image, in the event sites choose to post flyers on their respective websites. All requests must be submitted at least three weeks prior to an event or deadline.

1. Complete a Request to Distribute Information to Students.
2. Add the following disclaimer language to the front of your flyer, in a location where it is easy to see:

"These materials are neither sponsored nor endorsed by the Rocklin Unified School District, the superintendent, or this school. The school makes no representation regarding the nature or quality of the services or activities promoted. The Rocklin Unified School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards."

3. Include the following information on your flyer:
 - a. The name of the sponsoring organization
 - b. Date
 - c. Time
 - d. Location
 - e. Program cost (please include where and how the payments should be made)
 - f. Phone number
 - g. Athletic leagues must provide information on when students will be practicing and competing
4. Also, some of our schools are going "green" this year. They distribute their flyers electronically. Please insure that each flyer is saved under an appropriate title that is relevant to the purpose or

theme of the flyer. This will help viewers immediately get a grasp of what the flyer is all about (perhaps an event title and a company name, etc.)

5. Attach appropriate license and insurance
6. Submit Internal Revenue Status 501(c)3 non-profit status together with your request (organizations which are approved by the California Department of Education and the District Office do not need to provide verification of 501(c)3 status)

The Approval Process

Requests must be submitted to the office of Family & Community Engagement and Strategic Planning at larnest@rocklinusd.org. Rocklin Unified School District's staff will review your request and a written response will be sent to you via e-mail.

Flyers may not be distributed to schools without the written approval from the Rocklin Unified School District.

Principals may decline the distribution of a flyer from non-profit organization based on individual school situations including but not limited to testing schedule, the volume of flyer requests being submitted and available staffing.

***Note:** It is the responsibility of the organization for getting the materials to each school. The School District's mail courier service cannot be used for this purpose. Distribution materials must be in the school five school days prior to distribution date. An enrollment count for district schools is available upon request. Our schools will not create, print or provide paper for copies, nor bear any expense, including staff time to collate or prepare materials.*

All submitted materials must comply with rules and regulations of the Rocklin Unified Board Policies. If flyers promote activities held at a Rocklin Unified school site, the organization must obtain an approval for the use of the facilities before the flyer can be distributed. Text and graphics on flyers must meet district standards and school rules. Flyers cannot denigrate any group, be sexually suggestive, promote drugs, tobacco, alcohol, gang/cult affiliation, weapons, fighting, violence, etc.