



Application for Flyer Distribution

Board Policy 1001.80E

Any non-profit or not-for-profit organization/agency wishing to distribute non-district written material must first submit for approval an application and a copy of the material to the Office of Communications. **Please allow ample time for your application to be processed.** You can email materials to communications@live.siouxcityschools.com or drop off a copy at the Educational Service Center at 627 4th St. Please read and follow the process outlined below for a timely approval and distribution of your informational materials. Thank you.

Date of Submission

Date of Desired Distribution

Agency/Organization Name

Contact Name, Email & Telephone

Target Audience (school and grade level)

1. All materials submitted for approval MUST contain the following statement in legible, bold print, in a conspicuous location on the materials: **“THIS MATERIAL IS NEITHER ENDORSED NOR SPONSORED BY THE SIOUX CITY COMMUNITY SCHOOL DISTRICT.”** If the materials contain more than one page, this statement must appear on each page.
2. The flyer **must be informational** in nature and appropriate for students. Activities should relate to an event or purpose specifically for school-age children. The flyer **must** contain the organization’s name, address and phone number in a conspicuous location.
3. Flyers for fundraisers will only be approved if the fundraiser directly benefits school-aged children.
4. Distribution of flyers from for-profit organizations is not allowed.
5. After the flyer has received approval, the appropriate schools are notified and an approval notice is emailed to the school office. Materials without such approval may not be distributed.
6. When preparing flyers for distribution, they should be bundled in groups of 25, separated by rubberbands, and then packaged in boxes and clearly marked for the correct school. Boxes must be securely taped.
7. Boxes can be taken to the desired school’s office for distribution or taken to the O&M building at 2620 28th Street for delivery. *Note: O&M does not deliver to every building every day.*

Office Use Only

Approved for Distribution <input style="width: 50px; height: 20px;" type="checkbox"/>
Denied for Distribution <input style="width: 50px; height: 20px;" type="checkbox"/> Reason for Denial

Non-Discrimination Statement

The Sioux City Community School District is an equal opportunity/affirmative action employer. It is an unfair or discriminatory practice for any educational institution to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age (employment), disability, socioeconomic status, marital status, or veteran status in any program or activity. Inquiries or grievances regarding compliance of Title VI, Title VII and Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), Iowa Code sections 216.9 and 19B.11 may be directed to Jen Gomez, Director of Student Services & Equity Education at 627 4th Street, Sioux City, IA 51101, (712) 279-6075, gomezj2@live.siouxcityschools.com.