



FLYER DISTRIBUTION PROCESS

SCHOOL AND COMMUNITY GROUPS

Galt Joint Union Elementary School District allows for the distribution of flyers from governmental agencies, service organizations, school-related organizations, or non-profit non-school groups that publicize community services and special events of interest to students and parents/guardians, thus extending the community's cultural, recreational, artistic, or educational opportunities, and which do not promote any particular commercial or political interest.

As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we allow digital flyer delivery through our communication platform to inform parents and staff.

Flyers may also be distributed through the District webpage and possibly the District's social media pages. The following information provides instructions and the protocols for requesting the distribution of flyers.

APPROVAL PARAMETERS

- Requests for flyer distribution by all outside organizations must be approved by the District Office at least seven days in advance of the requested posting date.
- Flyers submitted directly to the school sites will be referred to the District Office.
- All flyers must be in English and Spanish
- Requests from organizations should include:
 1. A short summary of the subject matter
 2. Grade levels
 3. Name of the organization
 4. Contact information (phone or email)
 5. PDF or JPG digital files of the flyers in both English and Spanish
 6. Flyers must contain the GJUESD disclaimer clearly located and legible

Approval can take up to 7 days to process. Once approved, organizations will receive a confirming email, and flyers will be transmitted to parents as appropriate to the timeline and posted online.

DISCLAIMER STATEMENTS

- **English**
This is not a Galt Joint Union Elementary School District-sponsored program, and the Galt Joint Union Elementary School District accepts no liability or responsibility for injuries, illnesses, or damages resulting from this program/activity.
- **Spanish**
Este no es un programa patrocinado por el Distrito Unificado de Escuelas Primarias de Galt y el Distrito Unificado de Escuelas Primarias de Galt no acepta responsabilidad alguna por lesiones, enfermedades o daños que ocurran como resultado de este programa/actividad.

CONTACT PERSON

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