



District Flyer* Review Process 2011-2012 School Year

*For the purpose of this document, the word flyer includes, but is not limited to poster, pamphlet, brochure or catalog.

The Beaverton School District reviews flyer requests from community-based, non-profit and for-profit organizations on a monthly basis. Please refer to the schedule in the box below.

CRITERIA:

- Flyers submitted for review must offer **educational** and/or **extra-curricular learning opportunities** for students, staff and/or parents. The Beaverton School District **does not allow** commercial advertising at **any** of its facilities.

WHAT TO SUBMIT:

- A **final version** of your flyer – no drafts. **Please include the following disclaimer:** The Beaverton School District does not sponsor or endorse the activities and/or information in community flyers.
- A **coversheet** with the following information:
 - Name** and **phone number** of someone to contact in case of questions
 - Email address**, if you want the notification to be emailed to you - **Fax number**, if you want the notification to be faxed to you – **or** – write **Will Pick Up** on the coversheet
 - Who** the flyer is targeting: students, staff or parents
 - What** grade level(s) the flyer is targeting – **or** – Indicate the name of the school(s) to receive the flyer

HOW TO SUBMIT: 4 WAYS

- Email** your flyer - in pdf form – to: karen_brooks@beaverton.k12.or.us
- Fax** to Communications & Community Involvement Department at 503-591-4219
- Drop-off** at the Beaverton School District Administration Center, Human Resources lobby
Place in the **Drop-off Flyers to be Reviewed Here** box
- Mail** the original flyer to: Beaverton School District, Communications & Community Involvement Department
16550 S.W. Merlo Road, Beaverton, OR 97006

DATES TO SUBMIT:

DATES/WAYS YOU WILL BE NOTIFIED:

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| Submit final version of your flyer and coversheet for review before 5:00 p.m. on the following Fridays: | Notifications will be available after 2:00 p.m. in one of the following ways and on the following Tuesdays: <ul style="list-style-type: none"> Emailed to email address provided in coversheet Faxed to fax number provided in coversheet Available in the Pick up Reviewed Flyers Here box, in the Human Resources lobby |
| September 9, 2011 | September 13, 2011 |
| October 7, 2011 | October 11, 2011 |
| November 4, 2011 | November 8, 2011 |
| December 2, 2011 | December 6, 2011 |
| January 6, 2012 | January 10, 2012 |
| February 3, 2012 | February 7, 2012 |
| March 2, 2012 | March 6, 2012 |
| April 6, 2012 | April 10, 2012 |
| May 11, 2012 – last day to submit flyers. Flyers received after this date will be held until Sept. 2012 | May 15, 2012 |

Other Information:

- The Beaverton School District reserves the right to modify these procedures as necessary.
- The Flyer Approval/Decline Notification Form will provide you with distribution instructions or decline information.
- Please visit our website at www.beaverton.k12.or.us > For Community > Community Connections > Flyer Review Process for updates.
- Call the Communications & Community Involvement Department at 503-591-4360 with questions.