

Application Process for Distribution of Promotional Materials

Dear Vendor or Merchant,

Thank you for your interest in distributing promotional materials in the Gilbert Public Schools. The District will strictly adhere to the Governing Board Policy KHC in these matters. To view the complete policy, please visit our website at www.gilbertschools.net. Our students may not be used as agents for distributing non-school materials.

In order to best serve your needs, please read ALL the following information before submitting your application for distribution of promotional materials at Gilbert Public Schools. If you have any questions, please contact Community Education at 480 892-9089.

Determine Eligibility

<u>Requirements for Acceptable Materials:</u>	<u>Unacceptable Material</u>
<ol style="list-style-type: none"> 1. Non-profit organization <li style="text-align: center;">AND 2. Materials that provide information relating to programs that expand and enhance District program goals <li style="text-align: center;">OR 3. Information enhancing school programs and goals 	<ol style="list-style-type: none"> 1. Commercial 2. Political 3. Violates laws, regulations or District policy 4. Sponsored or co-sponsored by a profit making organization as a source of advertisement 5. Advertisements for products, services, sales or rentals 6. Promotes a fee, ticket charge or membership (except as provided for in District policy) 7. Entice involvement through incentive 8. Calls for announcements over school intercoms 9. Calls for District-wide distribution 10. Conflicts with District programs

Complete the Application

Complete the application in FULL, attach the material you would like to distribute and submit 30 days prior to the distribution date requested. This can be done in person, mail, fax or scanned and e-mail.

Address:
Gilbert Public Schools
 Community Education
 6839 E. Guadalupe Rd.
 Mesa, Az 85212

Phone (480) 892-9089 Fax (480) 892-8775
 Community-Ed-businessdept@gilbertschools.net

Application Review

When your application has been reviewed, you will be contacted by phone or fax. If approved, you can proceed with the following instructions for distribution. If denied, you will be given an explanation.

Distribution Instructions

If Approved for Kiosk Distribution:

- ✓ Bundle flyers in groups of 50.
- ✓ Copy and attach your approved application to the outside of each school's bundle, with the school name clearly marked.
- ✓ Deliver to each school's front office. District employees will place flyers in the kiosk.

If Approved for Distribution to Students (In-District Programs):

- ✓ Request student count for each school where you have been approved to distribute flyers.
- ✓ Bundle flyers in groups of 30 (i.e., 600 students = 20 bundles of 30 each)
- ✓ Copy and attach your approved application to the outside of each school's bundle with the school name clearly marked.
- ✓ Deliver to each school's front office. District employees will place flyers in the teacher's boxes.

**K-2300 KHC
DISTRIBUTION / POSTING OF PROMOTIONAL MATERIALS**

The Gilbert Public Schools Governing Board believes the mission of the District is to educate its students. The relationship between Gilbert Public Schools and community organizations that support our students is very valuable, and the District wishes to cooperate with those organizations. However, because of the District's mandate to educate students and to treat all community and other outside organizations in a consistent manner, Gilbert Public Schools' students will not receive, for classroom distribution, written information pertaining to the activities of these organizations. GPS will allow these community and outside organizations to display/distribute their information in a kiosk located in the office of each school, and/or provide an electronic copy of their flyer to be posted on our District website, as long as this information meets the policy guidelines. Gilbert Public Schools neither endorses nor sponsors the organizations or activities promoted in these materials.

Revised: July 26, 2005

CROSS REF.: KD - Public Information and Communications; KHA - Public Solicitations in Schools

**K-2200 © KHA
PUBLIC SOLICITATIONS IN SCHOOLS**

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Solicitation of employees and/or students by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals. This policy shall apply particularly to ticket sales and sales of articles or services except those directly sponsored by school authorities or school organizations.

Adopted: July 13, 2000

**I-6000 © IJM
ADVERTISING IN SCHOOL DISTRICT FACILITIES AND ON DISTRICT PROPERTY**

The Governing Board permits commercial advertising at school and District sites that adheres to this policy.

Commercial materials and messages that are displayed on or at a school site, District site, District website, school website, or in specific school publications such as yearbooks or school newspapers (e.g., printed materials, posters, banners, models, films, slides, pictures, charts, exhibits for education purposes) need the approval of the Superintendent. The Superintendent will give approval to display commercial materials, which include, but are not limited to the following:

- Are grammatically correct.
- Are timely and up-to-date.
- Are not critical of American democratic ideals and moral values.
- Do not attack ethnic, religious, racial, or other cultural groups (i.e., hate literature).
- Do not promote hostility, disorder or violence.
- Do not proselytize a particular religious or political belief.
- Are no libelous, invade the rights of others or inhibit the functioning of the school, or advocate interference with the rights of any individual

- Are not obscene, pornographic, or offensive as defined by prevailing community standards.
- Are not in conflict with board policies, such as the use of drugs, alcohol, weapons and harassment.
- Do not promote businesses and educational institutions which provide the same services found within the organizations of GPS.

The Superintendent shall establish regulations and criteria for advertising material in relation to size, color, location of material, and the charge for advertising. Commercial advertising is not allowed over a school's TV network or in a school's newsletter. Any funds, which are derived from advertising at a school or District site, will be deposited in an appropriate District account designated by the Superintendent. Parent groups can advertise in their newsletters, but newsletters that contain advertising must be sent to parents by some means other than students.

Revised: March 27, 2007

LEGAL REF.: A.R.S. 15-341; A.R.S. 15-535

CROSS REF.: KHA - Public Solicitations in Schools