



## Guidelines for Approval of and Access to Flyers and Other Non-School Printed Materials

The Communications Department will be responsible for reviewing and approving flyers and printed material for external non-school groups or organizations that provide evidence of **non-profit status**.

If at any time it is determined that previous flyers or written materials presented for approval contained false information or did not accurately represent the intent of the program, the approval of future flyers submitted by the requesting organization will be jeopardized.

The non-profit organization must adhere to the District's guidelines for requesting approval for public or student access of materials as follows:

- The sponsoring organization must provide documentation of their official 501(c)(3) non-profit status each school year. A copy will be kept on file with the Communications Department. Note: An association within a non-profit organization is NOT sufficient to qualify groups/individuals as a non-profit organization. Therefore, flyers for these groups/individuals will not be approved.
- All flyers/printed materials MUST display the following disclaimer statement printed at the bottom of the flyer, in bold, capital letters and in 12-point font size or larger: **"THIS ORGANIZATION AND ITS ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY THE KATY INDEPENDENT SCHOOL DISTRICT."**
- The *Request for Flyer Approval & Display* form, an electronic version of the flyer/printed material, along with the non-profit status documentation must be emailed and received no later than 3:30 p.m. on the due date to: [CommunityFlyers@katyisd.org](mailto:CommunityFlyers@katyisd.org).
- Up to four pages will be accepted for posting. The front and back of a flyer is considered two pages.
- The flyer/printed material should not contain advertising logos or promotions for any business/organization other than the approved nonprofit submitting the flyer.
- **All athletic/sport team flyers are subject to approval of the Katy ISD Athletic Department.** Please allow extra time for this approval to occur.

### **Approval and Access/Display**

- Flyers/printed material should be submitted according to the *Flyer Approval & Display Schedule* chart found on the Katy ISD website.
- Flyers will only be approved and valid for the specified display period.
- Flyers not received by the due date will be dated for the next specified display period.
- A copy of the flyer/printed material will be posted on the Katy ISD website for the specified display period.
- **ONLY 25 PAPER COPIES WILL BE ALLOWED TO BE DELIVERED TO A CAMPUS FOR DISPLAY.**
- Campus principals will place the approved flyers in a central location for students and patrons who are interested to receive the information.
- An *Approval Memo* will be sent to the group/organization upon completion of the approval process and must accompany delivery flyers/printed materials.
- It is the responsibility of the contact person for the non-profit organization to print and deliver the copies for each campus they desire to reach.
- **CAMPUSES ARE NOT ALLOWED OR AUTHORIZED TO PRINT ADDITIONAL COPIES.**
- The posted approval schedule will be strictly adhered to.

**The direct distribution of non-school related materials to students is strictly prohibited.**