

## 2019-2020 Flyer Approval Schedule

The following are the dates flyers will be approved. Also listed are the valid dates for distribution and website showing. Flyers not received by the due date will be dated for the next specified valid period.

Flyer Due Date for Approval	Valid “for” Dates
August 22	August 29 – September 12* ( <i>extended distribution date</i> )
September 5	September 14 – September 25
September 19	September 27 – October 10
October 3	October 12 – October 23
October 17	October 26 – November 6
October 31	November 7 – November 16
November 14	Nov 21 – Dec 20* ( <i>extended distribution date</i> )
<b>NO FLYERS</b>	December 20- January 8
January 9	January 16- January 25
January 23	Jan 30 - February 13
February 6	February 19 – March 5
February 20	March 4 – March 8 (Short Distribution)
March 6	March 19 – April 2
<b>NO FLYERS</b>	March 9 – March 13
March 19	April 3 – April 17
April 2	April 18 – May 2
April 16	April 25 - May 5
May 7	May 8 - May 20

- All requests **must** be accompanied by an up-to-date (**dated within the last 3 years**) 501 (c) (3) from the Internal Revenue Service.
- A copy of the material to be accessed /distributed must be submitted along with the District’s *Request for Flyer Distribution Approval* form.
- If you would like to submit to distribute multiple dates at one time, a separate *Request for Flyer Distribution Approval* form must be submitted for each distribution period.
- Flyers must adhere to all District guidelines.
- Flyers will be placed on the District’s website for the specified period.
- Only 25 copies of the flyer may be given to the school for placement at a site designated by the campus Principal.
- A copy of the Approval Letter must accompany the flyers placed on campuses.