

PROCEDURE FOR FLYER DISTRIBUTION

~ Any group/organization wishing to have a flyer distributed and/or posted, in any fashion, within Carlisle Local Schools must adhere to the following:

- Flyers must first be submitted to the Superintendent's Office in the Board of Education Office for approval.
- If approval is granted, the group/organization requesting permission is responsible for printing and bundling flyers.
- Flyers are to be bundled in groups based on the flyer counts provided at time of approval. They must also be pre-separated by building for each school you wish to distribute to prior to delivery. Bundled groups may be printed using just one consistent total, should the organization prefer that method, as long as the total number per grouping would meet our individual needs per grade/building.
- Each school bundle should be marked as to which building it is for.
- Once the requesting group/organization has the approved flyer ready for distribution, grouped flyer bundles are to be delivered to the office of the Superintendent's secretary in the Board of Education Office, not the individual schools.

~ Sometimes a flyer is not approved for distribution, but may be given permission to be posted either in the buildings and/or on our school district website in the "Community and Area Flyers of Interest" section under "District Forms & Links." ~

**Flyers may be dropped off at, or emailed to, the office of the Superintendent's secretary. (230 Jamaica Rd.)
937-746-0710, ext. 501**